

July 9, 2024, Agenda

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

1- Approval of June Meeting Minutes-Board

- a. Ryan Rogers, Brent Wayment, Duncan Murray and Amy Coleman in attendance. Brent called the meeting to order at 7:09 p.m. No corrections were made to the meeting minutes. Duncan motioned to approve the minutes as written. Ryan seconded the motion: thus the motion carried.

2- June Monthly Activity-Amy

- a. Plots updated
 - i. There were no plot sales since the last board meeting.
- b. Notarization of plot sales-Duncan
- c. The family of J. Scott Willson were not happy with the services received. The flowers were dumped early. They also noticed our rate increases and felt there was more that could have been done to notify plot owners. Flowers need to be left for a week, especially those placed for funeral services. The Willson's also were not happy with the way Scott's grave was filled in. There was a dirt spot in the corner and the family felt like it should have been all grass. It is currently too hot to place sod. If the grass has not filled in by the fall, the Board will discuss sod options. The Cemetery By-Laws state that to be eligible to receive the resident rate, a person must live within the district boundaries for a year. The Cemetery By-laws need to clarify how long after someone moves out of the district, they would be eligible to receive the resident rate. Residents will be defined as those living in the district after one year of moving in and up to one year after moving out.

3- Grant Update- Amy

- a. Amount/Requirements
 - i. The Cemetery received the full \$10,000. Amy has been signing and emailing contracts to the state. The cemetery will be responsible for providing pictures of the before and after products, along with itemized financial reports/receipts displaying how the money was spent and the 40% match from the cemetery. Hours and funds can be counted as of July 1st. Personal hours will be billed at \$13 per hour.
- b. Digital Software
 - i. Amy reviewed the information of the software programs previously researched. Chronicle and Cemfiy were the two preferred. Amy will send an email with the demo to all the board members for review. The grant will be listed as an action item for the August Board Meeting.

4- Trash Removal Services-Amy

- a. Republic Services

- i. The cemetery is currently using Republic Services. The cost for those services is roughly \$185 a month for a 6-yard dumpster, emptied once monthly. The resident can rates were almost double the current rate.
 - b. Robinson Waste
 - i. Robinson Waste quoted \$56 monthly for a 4-yard dumpster, once monthly pick up. Duncan motioned to switch from Republic Services to Robinson Waste Company immediately. Ryan seconded the motion; thus, the motion carried.
- 5- Maintenance Updates and Procurement Items – Jace
 - a. Mountainland Supply Account
 - i. Jace has the account number. At this point the account does not require authorized signatures. Mountainland and Dallas Green both have current tax exemption forms.
 - ii. Robert Mumford requested to place a bench at his family graves. The board expressed that a bench would be in the way of regular mowing. It could become a safety hazard as his plots are near the road. If Robert wants to install a bench it can be placed near the tree line. He will need to have the bench installed on cement and the cemetery will not be liable for any damages. The board will need to see an overhead view and a rendition for review at the next board meeting. Notice of placement will be expected, should it be approved. The item will be place on the August agenda. Amy will contact Robert Mumford.
 - iii. The shrubs and the weeds need to be trimmed in the front of the cemetery. Jace will need to check/spray the weeds in the cracks on the asphalt as well as pulling any existing weeds.
- 6- By-Laws Review for Approval- Board
 - a. The plot pricing will now instruct readers to refer to the schedule that was adopted. The first paragraph looks fine.
 - b. The second paragraph needs to have the price changed on it or add a statement to see the rate sheet. Four plots may be sold for any resident household or one per person if there are more in the household. Limit of two plots for non-residents unless approved by commissioners.
 - c. Residents consists of a person living in the cemetery boundaries for at least one year and up to one year after moving.
 - d. The records keeping paragraph will be kept with the foreknowledge that it will need to be changed once the cemetery is digital. Amy will check with the cemetery software companies to verify if there is a way to have information marked as checked and a way to post notices for the public.
 - e. Burial, plot, and disinterment fees will be listed on the attached rate table.
 - f. All bodies shall be placed in a vault not including cremations or as otherwise allowed by law.
 - g. Cremations must be placed in an urn or vase.

- h. A statement will be added to refer to the rate table for weekend rates. No burials will occur on holidays or Sunday's. Exceptions can be made at the discretion of the commissioners.
 - i. Maintenance rates will be paid as per contract. The dates will remain the same. Specific equipment listed will be changed to all equipment in a general sense, such as the Cemetery's equipment.
 - j. After any holiday all decorations will be left for a week.
 - k. Add the exception of certified service animals on a leash, to the no animal regulation.
 - l. Under grave plots a statement will be added that the cemetery is not liable for broken or damaged headstones.
 - m. The buyback rate for plots will be 25% of the current resident rate. Regardless of whether the purchaser is a resident or a non-resident.
 - n. During mowing season (April-September) items will be removed weekly. During the off season (October-March) decorations will be left for up to at least two weeks unless items are unsightly.
 - o. There have been complaints about wanting the cemetery gates open during certain days and hours, the board expressed that people can call a commissioner or other numbers listed on the signs. Cemetery personnel will arrange for someone to open the gates, otherwise the gates will remain locked.
- 7- Certificate Follow Up-Amy
- a. Amy went to America First and opened a certificate for an 11-month term. The rates were higher for 11 months than 12 months. The new certificate will mature on June 2, 2025. The share savings account balance is \$1.00. That is the required amount to stay open. A money market account was also opened at that time. Alice should no longer have access to the accounts, therefore America First recommended changing the account pin. With Brent's permission the pin was changed. Amy will text Ryan the new pin. Online banking was also set up.
- 8- Quarterly Expenditure Report-Amy
- a. There have been no plots sold since the rates were raised. The budget will need to be amended at the end of the year. The transition year was expected to be an adjustment.
 - b. The asphalt project will come from the capital funds budget. Ryan will follow up to see what the status is.
 - c. Brent received his board check. Ryan balanced the check register.
- 9- Other Business
- a. Headstone Waiver Form
 - i. Amy drafted a waiver form for headstone work requests. Duncan edited the form and emailed it to the board. This form fulfills the requirement in the by-laws. The cemetery has received a few requests to raise headstones. If the headstones sink within a year, it could be the cemetery's responsibility to raise them. Duncan added a signature line for one of the commissioners to accept the work being requested.

- b. Mail-
 - i. There was no mail.
- c. Checks
 - i. Checks were paid to Rocky Mountain Power, Dallas Green, Republic Services, Jace Marriott Excavation and Amy Coleman.
 - ii. The Sprinklers were fixed. The old diaphragm was the issue. Bryce Wade from Yard Masters will send Amy an invoice. Ryan will ask Jace to look at the next set of sprinklers where the lawn is browning and to trim back the bushes. Jace has been trying to solve the rodent problem.
 - iii. Amy completed the D&I, and Transparency reports for the state. She also recertified the Cemetery's tax rate.
 - iv. The headstone waiver form will have its own action item for the August board meeting. Ryan asked if the cemetery needs to have families sign a waiver form when moving headstones for a burial. That issue will be discussed at the next meeting.
 - v. Amy will log her time on the digital process for grant and cemetery purposes.

Ryan motioned to adjourn the meeting. Duncan seconded the motion. Meeting adjourned at 8:55 p.m.