

August 13, 2024, Agenda

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

- 1- Approval of July Meeting Minutes-Board
Brent called the meeting to order at 7:03 p.m. There were no changes to the July meeting minutes. Ryan motioned to approve the minutes as written for July. Duncan seconded the motion; thus, the motion carried.
- 2- July Monthly Activity-Amy
 - a. Plots updated
 - i. No plots were sold in July.
 - b. Notarization of plot sales-Duncan
 - i. Nothing new to be notarized.
 - c. Mumford Bench Follow up
 - i. Robert Mumford decided not to install the bench. He will contact Amy if anything changes.
 - d. Burials
 - i. There was a cremation burial, the urn was placed at the foot of the grave, and one traditional burial. The commissioners received the monthly activity report.
- 3- Grant Update- Amy
 - a. Digital Software
 - i. The state required more paperwork be submitted to explain the two different addresses listed on the application. The check was mailed to the physical address and was returned. The state made the correction, the grant check should arrive in the next few days.
 - ii. Amy reviewed the questions the board had regarding the website functions with the two remaining programs. Chronicle suggested getting the cemetery its own web page and linking their software to it. Amy recommended going with Cemify. All the information can be housed in one location, and the cemetery would have its own website without the additional cost. Cemify is also the most economical option.
 - iii. Duncan motioned to approve the Cemify bid and contract with the approximate \$900 annual cost to include the certificate of sale. Ryan seconded the motion; thus, the motion carried.
- 4- Trash Removal Services-Amy
 - a. The terms and conditions pages were not signed by any of the commissioners. The proposal was the only sheet signed. The board members did not receive the terms and conditions agreement. Duncan will draft a letter saying that the chairman of the board never received a copy of the contract only the proposal. The copy Republic Services provided does not have the required initials on the terms page. Duncan will give Republic Services notice of immediate termination. Amy will open an account with Robinson Waste as soon as Republic Services remove their dumpster. Jace suggested that we use a keypad or combination lock to

the dumpster gate. The drivers would be able to access the dumpster without cemetery personnel coming to unlock it for them. The cemetery can also look at raising the dumpster so the trucks can reach over the fence to dump it. Amy will ask about adding the combination to the lock on the cemetery account. (When the account is opened with Robinson Waste.) Republic services has not treated the cemetery district the best and their customer service is lacking. Duncan will email the letter to the board. Once it has board approval Duncan will sign the letter and scan it to be emailed to Amy. Amy will forward the letter to Republic Services.

5- Maintenance Updates and Procurement Items – Jace

- a. The grass is green and growing well with the cooler weather. Jace wants to move the sprinkler heads on the south end to hit the corner across the asphalt, ensuring all the lawn is watered.
- b. The new section is only being watered twice a week and it has standing water in it. Brent noticed a dry spot. As it gets mulched and established the grass will do better at dispersing the water. In September Jace will change the lawn mower to start collecting grass trimmings. There is a spot that is growing June Grass instead of Blue Grass. Jace will look at tilling it up and replanting that section in the next month.
- c. Jace will look at Home Depot and similar places to see if he could purchase some sod for J. Scott Willson's grave and another area that is dead. Jace will check how much he needs before purchasing. Jace is switching all the sprinkler heads to the mechanical heads versus the rain birds. They are more economical and efficient. He replaces a few a week. Jace will fertilize in the next few weeks.
- d. Jace has knocked down the vole and rodent population using poison. The cemetery does have a few owls residing in the trees. Jace leveled out the dirt area so he could spray the weeds in that area.
- e. The paving project will still take place. There has not been a date set. Jace sprayed the weeds last week in preparation for fertilizer.

6- Proposed By-Laws Review for Approval- Board

- a. Duncan provided the board with a printout of the changes made to the by-laws. "See the Fee Schedule" was added anytime rates were listed. He made all the terminology uniform. Duncan defined and clarified the qualifications of a resident. He also added a broader definition to the record keeping procedure, allowing for the ongoing digital process.
- b. Burial date exclusions were included in the by-laws. Specifically, no holidays. If burials are approved for holidays, they will be charged the weekend rate.
- c. The backhoe will also be included in the yearly equipment serviced during the off season.
- d. The decorations rules were clarified. The no unauthorized dumping regulations were also added.
- e. Duncan will add the last-minute changes to the by-laws. A final draft will be presented and listed on the September Agenda for approval.

7- Headstone Waiver Form Approval-Board

- a. The waiver form was presented. Each board member reviewed it. Ryan motioned to approve the Liability Waiver Form as written. Duncan seconded the motion; thus, the motion carried.
- b. Form required for Headstones to be moved for a burial discussion
 - i. Ryan was concerned that when the cemetery moves an existing headstone for a burial, Jace moves them without a waiver. The waiver will not cover the moving of existing headstones. The by-laws will need to reflect that moving of existing headstones for new burials will need to be approved by the sexton. If the sexton does not feel like it is safe to move, he will meet with one of the commissioners and a member of the family. The family will need to sign a waiver before the grave can be dug.
 - ii. If a headstone is damaged while being moved and the cemetery is at fault, the cemetery will repair it.

8- Other Business

- a. Mail
 - i. The cemetery received a refund check from the insurance company for overpayment of \$252. It was deposited into checking.
- b. Checks
 - i. Amy did receive the invoice from yard masters. There were six checks to be signed: Rocky Mountain Power, Republic services, Yard Masters, Mountainland Supply, Jace and Amy.
 - ii. Amy will order more checks this month.
- c. Miscellaneous
 - i. The grant check will be deposited into checking.

Duncan motioned to adjourn the meeting. Brent seconded the motion. Meeting was adjourned at 8:13 p.m.