

September 10, 2024, Agenda

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

Brent called the meeting to order at 7:04 p.m. Brent Wayment, Duncan Murray and Amy Coleman were in attendance.

- 1- Approval of August Meeting Minutes-Board
 - a. Brent motioned to approve the minutes as written. Duncan seconded the motion; thus, the motion carried.
- 2- July Monthly Activity-Amy
 - a. Plots updated
 - i. No Plot Sales
 - ii. Randy Marriott's Headstone was set directly above the vault. Jace remarked it to verify. The vault was placed farther north than should be. The family owns the entire section so it should not be an issue.
 - b. Notarization of plot sales-Duncan
 - i. No Notarization
 - c. Grant Updates
 - i. The Grant check was received and deposited into the checking account. Cemify sent the contract and fees schedule. Cemify will take about three months to convert the cemetery map into their software. The map they will be using is for all existing sections plus the new section that is not available for purchase. Any additional development is not included and will be marked unavailable. The initial fees will be split into two equal payments. The mapping should be finished in November. Duncan and Brent reviewed the contract. The fees will be paid with the grant funds. All grant money needs to be used by June 30, 2025.
 - ii. Cemify will allow access to the mapping as they complete it. Amy will be able to input each section as it becomes available to expedite the digital process. The estimated completion time is January. Any hours used to input or review information can be billed at \$13 per hour. The Cemetery has until June 30, 2025, to complete the process.
 - iii. Cemify software will be able to auto generate certificates of sales, back up information to the cloud and generate year-end reports for the state.
- 3- Trash Removal Services-Amy
 - a. Duncan will draft a letter to send to republic services to terminate the contract. The board will review the letter first. After approval Amy will forward it on to Republic Services. Duncan will use his letter head and leave his contact information so Republic Services can talk to him directly.
- 4- Maintenance Updates and Procurement Items – Jace
 - a. Jace was not in attendance. No items to report.

5- Proposed By-Laws Review for Approval- Board

- a. Duncan will add that: any approved holiday burials will be charged the weekend rate. The changes from the last meeting were reviewed. A class B misdemeanor will be added for violating any of the by-laws.
- b. The waiver form would follow a three-step process. 1-Families will submit the signed form to the board. 2-The board will review. 3-If the board chooses to approve, they will sign, and the work will be completed.
- c. Duncan motioned to bring the by-laws proposal back to the board for final approval at the next meeting. Brent seconded the motion; thus, the motion carried.

6- Other Business

a. Mail

- i. Amy has contacted the Utah Association of Special Districts several times to update the contact information. It has yet to be updated. She will continue to follow up.
- ii. There was a missing transparency report from the third quarter of 2023, that placed the Cemetery tax disbursements on hold. Amy's email was entered wrong; therefore, the cemetery was not notified immediately. The issue has been resolved and disbursements were received for the full amount on September 10, 2024.
- iii. Amy applied for a .gov account for the cemetery to set up its individual email address and website if needed. The cemetery will be notified in 30 days.
- iv. Brent and Duncan wondered about attending the Utah Association of Special Districts Convention. The convention is on Wednesday November 6, 2024, from 1:00-4:45. Amy, Duncan, and Ryan will attend the conference. The cemetery will register for the early bird nonmember pricing at \$155 per attendee. Plus, an additional \$70 for those needing a GRAMA certificate.

b. Checks

- i. There were several checks to be signed: Rocky Mountain Power, Weber Morgan Health Department, Dallas Green Farm and Home, Republic Services, Jace Marriott, Amy Coleman, Cemify and the Utah Association of Special Districts for the convention.

c. Miscellaneous

- i. Ryan will let Amy know if he will be attending the conference the following day. Duncan and Brent signed the final check for the conference fee.
- ii. There will be two headstones set this week (Von Carpenter and Howard Lythgoe) and two, name plates placed.
- iii. Brent Motioned to adjourn the meeting. Duncan seconded the motion. Meeting adjourned at 7:46 pm