October 8, 2024, Agenda

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

Brent Wayment, Duncan Murray, And Ryan Rogers in attendance. Brent called the meeting to order at 7:02 p.m.

1- Approval of September Meeting Minutes-Board
    a. Ryan read through the minutes, as he was unable to attend the previous meeting, and asked if he needed to certify the septic tank. Amy has not received a request for a report but will follow up with Weber Morgan Health Department. Duncan motioned to approve the minutes as written. Brent seconded the motion; thus, the motion carried.
2- September Monthly Activity-Amy
    a. Plots updated/Notarization of plot sales-Duncan
        i. No plot sales or changes this month.
    b. Digital Updates
        i. Amy sent the board members the digital maps that Cemify had completed. Cemify requested the cemetery verify these images reflect the current maps. The northeast corner was square instead of angled. Amy had Cemify correct the images. Jace will check lots in Section 4 Block 6 Lots 16 and 15 A and Section 3 Block 7 Lots 9A, 9B and 15 verifying available lots for purchase or lots to be marked as obstructed. Cemify will color coordinate the sections and blocks to distinguish the two. The board decided to use yellow to mark the sections and teal to mark the blocks.
        ii. The initial payment started the mapping process. The second payment will be due when Amy begins inputting. Once Cemify hands off the system completely, the annual fee will be due. That will also be the renewal date.
        iii. The .gov account was approved. A hosting site will need to be acquired to complete the account set up. Cemify does not host. Amy can set up a domain hosting system with godaddy.com. The cost will be around 7 dollars a month. Duncan motioned that Amy would set up Go Daddy as the domain server host. Ryan seconded the motion; thus, the motion carried. Motion was tabled on November 12, 2024.
3- Maintenance Updates an, d Procurement Items – Jace
    a. Fire Hydrant/Telephone Pole Area
        i. The water district wants to put parking barriers around the hydrant. The Water District has the barriers and offered to donate them to the cemetery. The Water District will pay Jace to place them. It'll add protection and structure in the parking area.
        ii. The parking lot project has been completed and ends at the gate. The project should cost approximately $10,000. The invoice process has been started but has not yet been received.

iii. Community members are curious if the cemetery will place a man gate on the west side to give access from the new parking area. At this time the cemetery will continue to discuss placing a gate and sidewalk. The board feels it is premature to add an access gate where plots are not yet being sold. If a retaining wall is needed that would be the time to place a sidewalk.
iv. Jace has not been watering as much. The new section looks good and has thickened up. Brent noticed that each section has a few sprinklers that are out of place. Brent wants to meet with Jace to get the sprinklers fixed. Ryan suggested that Brent flag the sprinklers that need to be fixed so Jace can easily identify which ones need to be adjusted.

4- Trash Services
   a. Duncan emailed the intent to cancel letter to board members before the meeting. The contract ends July 2025. The cancellation of services is based on the terms and conditions pages not being signed. Duncan will add a date requesting response. (October 23, 2024.) The cemetery will be requesting that Republic Services terminate trash services by the end of October, or provide the signed terms documents. If the cemetery does not pay, Republic Services would have to summon the Cemetery to district court. The cemetery thought the contract was being signed as a proposal. Duncan will mail it to Republic Services and email a copy to the board.

5- Proposed By-Laws Review for Approval- Board
   a. Duncan will get the changes made and sent to the board for the next meeting.

6- Quarterly Expenditure Report- Amy
   a. Some areas of the budget will need to be amended. Steve Davis will need to look at the cemetery's receipts to do a budget amendment. The budget amendment will take place in December.
   b. The budget for 2025 will have a new line item for burial services. The charge for services line item will be changed from services to burials.
   c. The county will post the open meeting notice for the budget hearing on their website, Amy will post on the public website and the board at the cemetery. Amy checked with Melissa to see if the cemetery needed to send a notice for the budget meeting with the water bills, that has not been done in the past. The places listed above are sufficient.
   d. Amy will redirect the parking lot project to capital funds including Jace's time and any supplies. A W-9 from the county was requested, allowing the cemetery to be billed for the asphalt.
   e. Amy will meet with Steve to discuss all accounts and verify all revenues/expenditures are placed correctly.
   f. The Fraud Risk Assessment and Self-Evaluation forms need to be on the agenda for November. Duncan added the fraud statement form this year. He will bring the statement for the board to sign. Amy and Brent will work on the assessments and present them to the board.

7- Budget Proposal-Board
    a. Rough budget estimates were established. Plot sales and certificate transfer expenditures will be classified as clerical. A new line item for burials services will be added to the budget. Charge for services line item in revenue will be changed to charge for burials.
    b. Amy will verify with Steve that the cemetery is not required to maintain a fund balance.
    c. All the grant revenue and expenditures are documented as capital funds, including Amy's hours.

8- Other Business
    a. Mail
        i. No mail.
    b. Checks
        i. Four checks were signed for Rocky Mountain Power, Republic Services, Jace Marriott Excavation and Amy Coleman.
    c. Miscellaneous
        i. Duncan recommended the cemetery get a box to place all holiday items collected from the graves, leaving it near the building for people to claim.

Duncan motioned to adjourn the meeting. Brent seconded the motion. The meeting was adjourned at 8:50 p.m.