

June 5, 2025, Meeting Minutes

Board of Directors Meeting 7 p.m. located at 750 N. 6700 W. West Warren, UT 84404.

Duncan called the meeting to order at 7:20 p.m. Duncan Murray, Brent Davis, and Amy Coleman were in attendance. Ryan Rogers and Jace Marriott were excused.

1- Approval of May Meeting Minutes-Board

- a. Duncan Motioned to approve the minutes as written. Brent seconded the motion; thus, the motion carried.

2- May Monthly Activity-Amy

- a. Plots updated/Notarization of plot sales-Duncan
 - i. Loretta Swan and Paulette Woolums purchased an additional four plots. Document signed with verbiage changes required by the state after the changes were approved.

3- Maintenance Updates and Procurement Items – Jace

- a. Jace fertilized again, Memorial Day went well, and the second dumpster was delivered on May 22. Republic Services will remove their dumpster July 30.
- b. Jace fixed the sink hole the day prior to the meeting, with road base and the compactor. It sunk again. Brent and Amy covered the sink hole with the ground cover mat. Jace will make a permanent fix on Monday morning (June 9).
- c. Duncan motioned that the ground cover mats will cover the sink hole until Monday or Jace can get his team there to fix it with the best possible methods and approved any means Jace deems necessary to properly fix it. Brent Seconded the motion; thus, the motion carried.
- d. Duncan mentioned that people through Memorial Day commented on how well the cemetery is being taken care of.

4- Grant Site Walk Through

- a. Certificate of sale verbiage change
 - i. The current Certificate reads: "Certificate of Sale" The proposed change: "Certificate of Burial Rights."
 1. The board compared the original certificate of sale against the proposed changes.
 - ii. Duncan motioned to accept the new certificate of burial rights, changing from sale to burial rights and the addition of the disclaimer statement as presented. Brent seconded the motion; thus, the motion carried.
- b. Disclaimer Statement
 - i. A disclaimer statement that reads: "The Warren West Warren Cemetery Maintenance District reserves the right to move burial

rights to another vacant plot due to unforeseen circumstances.”
Was proposed.

ii. Changes were approved as written.

c. Archive Files

i. The state representative recommended keeping the cemetery’s old files in the state archive center.

ii. The board deemed Amy’s record books as the master copy. The master copy will be sent to state archives.

iii. Duncan motioned to use the state archives center, taking the set that Alice maintained and Amy now has, to be archived, a digital copy to be kept at Amy’s house, and the remaining records to be stored at the cemetery building. Brent seconded the motion; thus, the motion carried.

5- America First

a. CD renewal

i. The board reviewed the bank statement and account amounts.

ii. Brent motioned to put 70,000 dollars in a CD for 11 months.
Duncan seconded the motion; thus, the motion carried.

b. Brent Davis as a Signer

i. Amy will set up an appointment with Lanette at America first so all the board members can attend, removing Brent Wayment and adding Brent Davis as a signer.

6- Other Business

a. Mail

i. America First sent a letter changing their rate and fees schedule. The board did not need to make account changes; the cemetery will continue to receive paper bank statements. The board noted that the paper statement will now cost \$5.00 per month.

b. Checks

i. There were checks to be signed for Rocky Mountain Power, Robinson Waste, Republic Services, Brent Wayment, Duncan Murray, Ryan Rogers, Jace Marriott Excavation, and Amy Coleman.

c. Board Comments

i. Duncan discussed the cemetery’s rates and fee schedule. Amy will bring the papers for Brent to review at the next meeting.

ii. Brent will be gone for the July meeting; Duncan acknowledged the potential to cancel.

Brent motioned to adjourn the meeting Duncan seconded the motion. The meeting was adjourned at 8:08 p.m.