December 4, 2025, Meeting Minutes

Board of Directors Meeting 7 p.m. located at 7740 W. 900 S. West Warren UT 84404. Duncan called the meeting to order at 7:00 p.m. Duncan Murray, Ryan Rogers, Jace Marriott, Brent Davis and Amy Coleman were in attendance.

1- Approval of November Meeting Minutes-Board
    a. Ryan motioned to approve the meeting minutes as written, Duncan seconded the motion. Brent agreed. Thus, the motion carried.
2- November Monthly Activity-Amy
    a. Plots updated/Notarization of plot sales-Duncan
        i. Three burials for November.
3- Maintenance Updates and Procurement Items – Jace
    a. Jace has an electrician coming to fix the lights in the bathroom. He recommended adding two additional lights to the shed. Jace will ask the electricians if they can add them for under $300.00. If not, he will get a bid.
    b. Jace bagged leaves until the 20th of November. He is finished collecting leaves for the season. There is a grave that has settled. Jace will fix it once the ground dries out a little.
    c. Jace will get the lawn mowers serviced.
    d. Bob Mumford has been using the gate. Some of the patrons at the last services recommended putting in a sidewalk and gate on the west side. Board feels like it is a justified capital project for next year.
4- Amend by-laws
    a. The board reviewed the wording in the burial section to update the included holidays.
    b. Ryan motioned to amend the bylaws as written and amended on the screen. Duncan seconded. Brent agreed. Thus, the motion carried. Amy will update the fee schedule table in the by laws with the approved amendments.
5- Amend Fee schedule
    a. Board discussed adding a weekend cremation rate at $100 extra for weekends or holidays, for both the residents and non-residents rates.
    b. Ryan motioned to amend the rate schedule to add the cremation fee as written on the sheet. Duncan seconded the motion, Brent agreed. Thus, the motion carried.
    c. Line-Item adjustments for the 2025 budget were suggested. The board decreased the budget for contract services $1300.00. They increased the utilities budget $200.00, Clerical Budget $250.00, Payroll Taxes $650.00, Miscellaneous $100.00, and Insurance $100.00.
    d. Ryan motioned to adjust the line items in the current budget as written on the screen. Brent seconded. Duncan agreed. Thus, the motion carried.

6- Fraud Risk Assessment
    a. Fraud risk questionnaire assessment was completed and signed by the board. Amy will submit the report to the state.
    b. Policies for reimbursement for travel, credit/purchasing policies, personal use of entity assets, and IT/computer security will be drafted by Duncan.
    c. The Cemetery District will create a Fraud Hotline.
    d. The board signed the Fraud Risk Assessment board of commissioner's commitment statement.
7- Self-Evaluation Form
    a. Self-Evaluation Form questionnaire was completed and signed by the board. Amy will get Steve's signature and submit the report to the state.
8- 2026 Budget Opening Public Hearing
    a. Duncan opened the public hearing at 7:55 p.m. No public were in attendance. Duncan closed the public hearing at 7:56 p.m.
9- Adopt 2026 Budget
    a. Brent motioned to accept the final budget for 2026 as presented. Duncan seconded the motion. Ryan agreed. Thus, the motion carried.
10- Other Business
    a. Mail
        i. No Mail
    b. Checks
        i. There were six checks to be signed for Robinson Waste, Jace Marriott Excavation, Duncan Murray, Ryan Rogers, Brent Davis and Amy Coleman.
    c. Board Comments
        i. With the requests and interest in the sidewalk project, Ryan suggested starting in the Spring as soon as the weather will allow.
        ii. Parking strips for the fire hydrants were not installed. Amy will follow up to see if the park has any additional.

Duncan motioned to adjourn. Brent seconded the motion. The meeting adjourned at 8:11 p.m.