

South Summit Cemetery Maintenance District

48 E. 100 North | P.O. Box 782

Kamas, Utah 84036

October 21, 2025

Board Meeting Minutes

Those present: Chair Cindy Butterfield, Board Members Kristie Bair, Jack Clegg, Rhonda Fitzgerald, Donna Ure, and Clerk Brinedette Howick.

Guests Present: None.

Call meeting to order: Cindy called the meeting to order.

Public Input: None.

Open Bids and potential motion re: Fencing in Marion and North Bench Cemeteries: The Board received four bids for the fencing project. The Board opened and reviewed the following bids:

A-Jacks Welding	North Bench \$24,300 + Marion \$33,300 = \$57,600 total bid
Shane Giles	1900' of 3-rail \$72,200 total bid
	w/ note: If you want to cement posts, you are responsible for cement, or they can pound posts
HG Outdoor Customs	North Bench \$27,260 + Marion \$22,240 = \$49,500 total bid
Simpson Fence	North Bench \$222,050 + Marion \$26,950 = \$49,000 total bid

Cindy invited discussion on the bids received. Donna asked if the Board has to have the same company do both projects.

Jack said one bid was completed by the foot, so they should probably be awarded together.

Kristie pointed out Shane Giles's note about paying more for cement and wondered if the Board should assume the others will pound the posts.

Jack was able to confirm that Jim [Clegg] would pound the posts and that he told Shane Giles the posts would be pounded, when he reached out to Jack with questions on the project for his bid.

Donna asked if the contractor would supply all labor and materials.

Cindy pointed out HG Outdoor listed the bid amount by feet. Cindy pointed out the rate is different for HG Outdoor for North Bench it is \$24.48/foot and Marion is 24.71/foot. Simpson Fence is 24.50/foot.

Kristie wondered where the contractors are from.

Cindy and Donna answered Tabiona and Heber.

Jack said he did not care who the Board awards the bid. He will be abstaining from the vote.

Kristie made a Motion to accept the Simpson Fence bid as presented; Donna second said Motion; and, Motion carried unanimously with Jack abstaining from the vote.

Continued discussion and potential motion re: Water for Oakley, North Bench, and Stevens Cemeteries: Jack said he had received a call from Zane at Oakley City who said he was not sure if Oakley can legally give the District a set rate for water and asked the District to put the issue on hold until he can talk to the City Attorney. Jack told Zane they are never going to agree on what was decided previously. Jack pointed out the corner is the District's property and if the District decides they do not water Oakley to have a sign there, that will happen. Jack suggested we wait and see what Oakley finds out.

Brin provided the current outstanding balances for the three water accounts and provided Jack with a photocopy of same.

Jack will talk to Oakley and report back on his findings.

Donna made a Motion to continue to hold the payment to Oakley City until we figure out the billing; Rhonda second said Motion; and, Motion carried unanimously.

Discussion and potential motion re: Rock at Peoa Cemetery: Rhonda reported the rock at Peoa Cemetery is slowing dissolving. Rhonda spoke to Doug [Saunders] who said for another stone t and the engraving it would be \$1,200, but Doug will not set the stone.

Jack said he thought Brad would set the new stone for \$500.

Rhonda said he had looked at other rocks and noted everyone has nice tree berms or rocks and Peoa's in on the island on the side of the road. Rhonda has not yet decided what she would like to do. Rhonda reported that Cathy painted the lettering back on the rock so you can read it. Rhonda said even half of the tree engraved on the rock has eroded away. Rhonda said Doug confirmed it was not a very good rock to begin with.

Cindy asked if Rhonda had any thoughts on how to change the location of the rock, or if she was still considering it.

Rhonda said she may move the rock closer to the Cemetery and away from the road and the salt from the road.

Cindy said part of the problem is the rock sits right on the ground and is not on a berm of any sort.

Rhonda felt a good place for the rock would be where the signs are. Rhonda said she needed to decide where the rock should be placed. Rhonda thought maybe getting a new stone and setting it

away from the road would be better. Rhonda pointed out Peoa does not have a lot of parking space, so she is still working over what would be best.

Rhonda said placing rocks around it would help, but it would still get sprayed with salt where it is. Rhonda said at least now she knows what Doug would charge for a new stone.

Cindy asked for the item to be placed on the November agenda for further discussion and a potential motion.

Update re: Map Boards: Jack thought Jim had gotten the plexiglass in so they can be finished in the next week or two.

Cindy said she did not get her list completed.

Donna reported she redid her list by changing the heading and font.

Cindy asked if Jack wanted the lists on a flash drive for printing wanting what was easiest for Jack.

Jack said he would take it to FedEx on Highland. Jack said they give you a flash drive with all of the others on it so you can add it and label it and then FedEx will print it off. Jack said you have to tell them how many pages and if you want Profile or Landscape printing, and they will print it on 3'x4' vinyl. Jack said FedEx keeps it in their system for two weeks. Jack said everything we have had printed is on that flash drive. Jack said he would give it to Cindy and you can put the file on there then Jack would get it printed.

Donna said she would send the file to Jack and to Cindy.

Jack will get another flash drive to keep here at the office too. Jack asked if the Board wanted to wait and print them all together.

Cindy asked when Jack is in Salt Lake.

Jack responded on Fridays.

Cindy said she would have the list to Jack by next Monday.

Rhonda said she did not think her list needed to be redone.

Cindy said she needs to update her lists.

Jack said Peoa does not have any Veteran's names.

Rhonda said none of them said they were Veterans.

Cindy said when the District transferred from the other system it was not entered.

Rhonda said whoever was putting people in the system used nicknames instead of legal names i.e. Don rather than Donald. Rhonda said she has a few that are buried that are not on the list. Rhonda will review her list and make sure it is up to date.

Jack said the options to put Veteran status were not in the old system and has to be manually added to the new software. Jack said the problem we are going to have is when people see the name of a family member and say “Hey, my dad is a Veteran. Why isn’t he on the list?”

Cindy said but then we could fix them.

Jack agreed we can tell them we will take care of it and easily update the software for the next printing to show the Veteran status.

Rhonda said she wanted Peoa to be reprinted to show the Veteran’s.

Kristie said she would like Francis to be reprinted as well.

Update re: South Kamas and New Washington Water Companies’ improvements to Lois Lane, the Woodland Cemetery road: Donna informed the Board she had no updates.

Sexton Reports: Cindy reminded the Board their annual expense spreadsheets are due by December 12th. Cindy said keeping track throughout the year has been a help for her to remember who she speaks to and when issues have arisen. Cindy showed the Board an example of the spreadsheet as an example. Cindy also reminded the Board that all burials must be entered into the software by December 12th as well.

Cindy reported that next month Jack will be out of town and she has another meeting scheduled on the date of the Board meeting due to elections. Cindy asked if the Board would be willing to adjust the meeting date. The Board decided to meet on Thursday 11/13 at 5:00 pm. Jack said he will be able to attend that day.

Kristie reported the burials of Carie Ann Andreason and Ettavive Bair.

Rhonda had nothing to report for Peoa but reported the flag in Kamas needs to be changed.

Cindy said she knew the Kamas flag needed to be and intended to do so but had not had time to get to it yet.

Kristie offered to take a flag and get it changed.

Jack asked Kristie if she has a list of Veterans for Francics.

Kristie answered yes, she does.

Jack said Dixie is requesting a copy and asked that Kristie call Dixie.

Cindy said she thought they were turning over placing the flags to a club or something. It was suggested that stickers could be placed on a map showing where the graves are.

Cindy said she needs to get the Kamas information updated into the software but she has not had time to do it yet.

Donna offered to start working on imputing the information into the software.

Cindy will get the list to Donna to update the software.

Jack asked Donna if there are any lots available in the old section along the west-side fence.

Donna confirmed a lot has 8 plots in it.

Jack said Jeff Anderson called him and said he has one spot in the corner so he wanted to find something on the bottom.

Donna said section five has a bunch of plots.

Jack said Jeff would like to trade his. Jack will give Donna Jeff's number and asked Donna call and assist Jeff.

Donna had a question about a headstone over two cremations.

Jack said if you place the stone on the top of the grave there would be room for two cremations.

Cindy said if they decide to place a second stone, it would need to be a flat stone.

Jack said the flat stone could be placed over the cremation.

Donna thought when they do cremations, they set the stone on top of the hole. Donna said their mother should be there.

Jack said they will have to go somewhere because the cremation is only buried two feet deep. As an example, if you have 8' and set a stone at the head you will still have 6' to bury two cremations in. Jack assumed it to be a double stone and reminded the Board the stone could be no wider than 4' so it should be okay.

Jack reported the burial of Dee Faust.

Donna reported three burials: Jerry Elmer, cremations were Jack Stokes and Ray Broadhead. Donna also reported having a few stones set.

Cindy reported a cremation she had been working on for two months, who called the day of, talked the day before, and they were in Heber asking for directions to the cemetery.

Review and approval of Accounts Payable Register dated 10/21/25: There was some question about the shares classes of water shares that were in South Kamas and Washington as the Board reviewed the bill for South Kamas Irrigation.

Kristie will take a copy of the invoice and ask Scott [Simpson] about it.

Donna asked if South Kamas was just for the Francis Cemetery.

Jack said the shares had to be switched and traded in for the wells (Kamas and Francis). Jack said all of the shares were not required, so the rest should still be Class A. Jack said we have the certificates. Jack suggested the be pulled out and put on the agenda for next month.

Donna asked if everyone had to convert to South Kamas.

Kristie answered yes.

Brin reported the Go Daddy account will need to be watched to see if the payment goes through. There is currently a credit card x0468 attached to the payment and there is some question if it is expired.

Jack made a Motion to approve the Accounts Payable Register dated 10/21/25 holding South Kamas Irrigation payment for further information; Rhonda second said Motion; and, Motion carried unanimously.

Review and approval of Meeting Minutes dated 9/16/25: **Donna made a Motion to approve the Meeting Minutes dated 9/16/25; Jack second said Motion; and, Motion carried unanimously.**

Adjournment: **Kristie made a Motion to adjourn.** The meeting was adjourned.