

February 5, 2026, Minutes

Board of Directors Meeting 7 p.m. located at 7740 W. 900 S. West Warren UT 84404. Duncan Murray, Jace Marriott, Brent Davis, Amy Coleman, and Ryan Rogers were in attendance. Duncan called the meeting to order at 7:03 p.m.

1- Approval of January Meeting Minutes-Board

- a. Brent motioned to approve the meeting minutes as written. Duncan seconded the motion. Thus, the motion carried.

2- January Monthly Activity-Amy

- a. Plots updated/Notarization of plot sales-Duncan
 - i. Craig Wright would like to purchase 10 plots for him, his wife, their children and their children's spouses. They would be in Craig's name. Non-residents are allowed to purchase two plots without board approval according to the cemetery by-laws.
 - ii. Duncan motioned approve the 10 plots on the burial certificates allowing Craig to purchase them all in his name, with the understanding that they were purchased for Craig his wife, their children and their children's spouses. Brent seconded the motion. Ryan agreed.

3- Maintenance Updates and Procurement Items – Jace

- a. Christmas decorations were cleaned up. Jace will be trimming the trees.
- b. The backhoe is acting up. Jace will look at it and see if he can fix it.
- c. Jace serviced the mower and the jumping jack. All other equipment is running well. Board reviewed the invoices for services performed by Wilkinson Supply.
- d. One of the headstones is decorated with rocks, Jace will remove them before mowing season begins.
- e. Jace will lower the headstones that are high. He lifted all the corner markers making them flush with the lawn.
- f. He filled in the grave that had sunk.

4- West Side Handicap Access Gate Bids

- a. Jace received three bids for the sidewalk concrete. Dimensions 4 feet wide 80 feet in length. Jace also bid for the job. Bids were received as follows:
 - i. \$5778 Toller Concrete and Hauling (Sidewalk Only)
 - ii. \$4230 Preston Boyce-CPB Concrete (Sidewalk Only)
 - iii. \$3046 TNB Land Management
 - 1. Gate \$1142.00 TNB Land Management
 - iv. \$3500-\$4000 Jace Marriott Excavation

1. Gate \$600-\$900.00 depending on whether he needs to purchase an additional post.
 - v. A ramp maybe needed where the concrete meets the asphalt. That addition was not included in the bids. Jace would be willing to include it in the price range he bid. (No change order fee)
- b. Ryan motioned to approve Jace Marriott Excavation for the procurement for the sidewalk project at the price range between \$3500-\$4000 including the saw cut and handicap approach, if necessary. Plus, the additional cost of the gate at \$600-\$900 depending on material costs. Duncan seconded the motion. Brent agreed. Thus, the motion carried.
- c. Jace will stake out the layout for Brent and Ryan to approve.

5- Governing Policies- Duncan

- a. Travel
- b. Credit/Purchasing Cards
- c. Personal Use of Entity Assets
- d. IT and Computer Security
 - i. Ryan motioned to table all items until next month. Duncan seconded the motion. Brent agreed. Items are tabled until March.

6- Fraud Hotline

- a. Fraud Hotline is for the public and board. Duncan will have the county give us a number the public can call and Amy will post it on the website.
- b. If there is an internal issue, it will be handled via regular meetings or special meetings as a board.

7- Cemetery Day of Service May 6

- a. Ryan set up the day of service for the youth to come clean up the headstones on Wednesday May 6. Community will weed eat around the headstones and clean up the east fenceline.
- b. The inmates could come clean the weeds and dig out the dirt along the west fence, as well as the weeds in the front (south side). Jace will get some new white gravel along the bushes and have them pull the weeds out of it. If the community does not finish edging all the headstones, the board will arrange for the inmates to do it.
- c. Amy will post the service day on the website, the board at the cemetery, Facebook and get with Melissa to send out the information with the water bills.

8- Plot Transfer Document

- a. Duncan made changes to the drafted document. The cemetery will use the new transfer document moving forward.

9- Insurance Bids

- a. Amy will let the board know when the final insurance bids are received. If needed she will set up a special meeting to get the insurance set. The

board reviewed the proposals given by The Utah Local Governments Trust and The Cincinnati Insurance Company.

10-Other Business

- a. Mail
 - i. 1099's and W-2's were distributed. Amy's bond is due for renewal. The board decided to renew the bond for this year.
 - ii. America First interest disbursement for 2025 was reviewed. Ryan reconciled the check register with the bank statements for 2025.
- b. Checks
 - i. There were 5 checks to be signed for Robinson Waste, Wilkinson Supply, Jace Marriott Excavation, Amy Coleman and The Cincinnati Insurance Company.
- c. Board Comments
 - i. Amy received a phone call complementing the care of the cemetery.

Duncan motioned to adjourn the meeting. Brent seconded the motion. Ryan agreed. The meeting adjourned at 8:06 p.m.