March 5, 2026, Meeting Minutes

Board of Directors Meeting 7 p.m. located at 7740 W. 900 S. West Warren UT 84404. Brent Davis, Steve Davis, Duncan Murray, Jace Marriott, Ryan Rogers and Amy Coleman were in attendance. Duncan called the meeting to order at 7:07 p.m.

1- Approval of February Meeting Minutes-Board
    a. Brent motioned to approve the minutes as written. Duncan seconded the motion. Ryan agreed. Thus, the motion carried.
2- Approval of Special Meeting Minutes-Board
    a. Ryan motioned to approve the minutes as written. Brent seconded the motion. Duncan agreed. Thus, the motion carried.
3- February Monthly Activity-Amy
    a. Plot Updates/Notarization of Plot Sales-Duncan
        i. Jamie Vigil purchased two plots. There were two total burials in February for Sheri Monsen and Kayla Vigil.
            1. Sheri and Roy Monsen had a preneed headstone that was placed backwards. Jace placed it the correct way when he closed the grave.
4- Maintenance Updates and Procurement Items – Jace
    a. The jumping jack needed repair, fuel got into the crank case. Jace took it to Kasey Monson. He will pay Kasey as reflected in his invoice.
    b. Jace is waiting for better weather to have the inmates at the cemetery.
    c. He will fertilize in the next few weeks.
    d. Jace completed the sidewalk project. The man gate is not locked.
    e. The dumpster has not been emptied in a while. Amy will call and follow up with Republic Services.
5- Governing Policies- Duncan
    a. Travel
        i. Duncan will add “at minimum the district will pay for the cost of the actual training.”
    b. Credit/Purchasing Cards
        i. There are charge accounts not accounted for in the policy. Duncan will add another policy to encompass these accounts.
    c. Personal Use of Entity Assets
        i. If any equipment needs to be used by a board member/employee of the Cemetery, use will need to be preauthorized by the board.
    d. IT and Computer Security
        i. Duncan will make small changes to the policies. Items will be listed on the agenda for approval in April.
6- Fraud Hotline
    a. The county and Duncan recommended using the state auditor’s office for the Fraud Hotline, as they already have a number in place for that purpose.
    b. Duncan will create a policy stating that the first step is to report any issues to the board, if there is a conflict or no response from the board, then the complainant can contact the State Auditors’ Office.

7- Line-Item Budget Amendment
   a. Steve showed the year end financial statements. Amy will send Steve the final tax disbursement when it comes in March. He reviewed all line items in the 2025 budget. Steve moved $15,000.00 from the general operating fund to the capital projects fund, in accordance with the 2025 budget.
   b. Steve brought the Asset Details and reviewed listed assets with the board.
   c. Steve recommended budgeting expenditures very liberally and revenues very conservatively to help operating cost stay within set amounts.
   d. Last year there were excess funds in contract services. The board budgeted the same amount for 2026. Amy recommended moving $2,550.00 to insurance to cover the additional cost. A formal budget amendment may still be needed at the end of the year.
   e. Insurance budget was $1,500. Insurance expenses are Amy's Treasurer bond at $210, Olympus Insurance at $3,015, Workman's Compensation Insurance at $203.55 prorated rate until renewal in June and $585 annual rate. Total expense $4013.55. Line-item adjustment would make the budget $4050.
   f. Ryan motioned to move $2,550.00 from contract services to insurance as presented by Amy. Duncan seconded the motion. Brent agreed. Thus, the motion carried.

8- Other Business
   a. Mail
      i. There was a letter from Warren Irrigation about the shareholders meeting. The Cemetery has not received the share assessment letter yet. Amy will contact Jeff Hales to ensure the cemetery has not missed the payment deadline.
   b. Checks
      i. There were five checks to be signed for Mountain Land Supply, Robinson Waste, Steve Davis, Jace Marriott Excavation and Amy Coleman.
   c. Board Comments
      i. The meetings will take place at the cemetery beginning in May.

Duncan motioned to adjourn the meeting. Ryan seconded the motion. Brent agreed. The meeting was adjourned at 7:53 p.m.