Randolph Cemetery District
Meeting Minutes

Tuesday, October 27, 2026
Rich County Courthouse Randolph Town Office

Type of Meeting: Public Meeting with required posting as Courthouse, Post Office and Bank

Meeting Facilitator: Debra Kennedy - Interim Chair

Invitees: Jeanne Myers, Debra Kennedy, Alice Argyle, Larry Kennedy Beth Sano

I. Meeting called order at 6:04pm by Debra Kennedy .

II. Roll Call: Jeanie Myers, Debra Kennedy, Alice Argyle, Beth Sano

III. Minutes from last meeting (21 Sept 2026) were read. Motion to approve was made by Debra Kennedy seconded by Alice Argyle. The document was signed and will be permanently filed.

IV. Vote on New Board Chair: Debbie Kennedy made the motion to appoint Alice Argyle as Chairman of the Board.Jeanie Myers seconded the motion.. Alice Argyle accepted the appointment.

V. Action Item Follow-up from Previous Meeting:
- Headstones - Beth contacted several similar sized cemeteries to see how they deal with leaning headstones. Her findings were that newer monuments were taken care of by the family and older/historic monuments were corrected by the Cemetery Staff. She also reported that Amy Barry of the Utah State History Cemetery and Burials, is willing to come in the Spring to train Cemetery Board members, employees and citizens on how to straighten headstones.
ACTION: Beth will arrange with Amy Barry in April 2027 to schedule a workshop in May or June.
- Compressor Cost: Beth reported the cost of a rented compressor from J-Bar is $65/hour.
- Cemetery Re-Inventory: Beth reported that the first row of Plat D has been re-mapped in order to add more accurate information to the burial records.
- Tree Project - Alice reviewed her previous findings and it was decided to hold off on purchasing and planting the trees until Spring when consistent irrigation will be available.

VI. Internal Policies and Operations:
Clerk Report: Bank Balances: Checking $2799.17; Money Market $28,074.65.
- Status Report: Beth shared the Compliance Report from the State Auditors office showing that all quarterly reports have been completed and filed with them.
- 2027 Proposed Calendar was discussed and determined:s
Jan - Board Dinner: This annual event will be on January 12 or 13.
ACTION: Beth will contact The Trough to schedule.
March - Board Meeting
April - Fraud Audit
May - Board Meeting
September - Board Meeting
November - Board Meeting with 2028 Budget Discussion
December - Budget Hearing

- Board of Director Term of Service: A list of term expiration dates was discussed. The following dates were verified. In future, these expiration dates will be tracked more efficiently.
- Jeanne Myers - Current term expires December 31, 2027
- Debra Kennedy - Current term expires December 31, 2027
- Alice Argyle - Current 4 year term expires December 31, 2028
- Larry Kennedy - Current 4 year term expires December 31, 2030

(R.C.D. Policies and Procedures, Article II, page 2 states, *"Terms - There is established an Advisory Board for the District consisting of four persons. Directors will serve terms of four years, with terms alternating such that two member's terms will expire during one year and other member's terms will expire two years thereafter. All directors must be registered voters from within the district.."*)

Ground Crew Report: Kaleb relayed a request that the Board consider purchasing a new Riding Mower for next season. The current mower works but is out of warranty and has 663 hours on it (typical limit is 400 hours). The price for a new mower ranges from $4000 to $6000. It was suggested that, if approved via the 2027 Budget process, one could be purchased early in the year for better pricing.

VII. 2027 Budget Discussion:

A spreadsheet showing the 2025 and 2026 budget was distributed, studied and discussed. Line item budget amounts were determined and will be added to the document. On December 1, the Board will meet once again for final approval of the budget after which the Budget Hearing will take place.

ACTION: Beth will update the spreadsheet showing the 2027 Budget and review it with the CPA for her suggestions before December 1.

VIII. Board Member Concerns:

Beth shared some of the compliments that have come in about the Cemetery grounds. It was suggested that Kaleb and Sandi be given an appreciation gift for the good work that they do on the grounds. This will be presented at the January Board Dinner.

ACTION: Beth will purchase a $100 Visa gift card to be given to the Thomson's.

IX. Next Board Meeting: December 1 at 6:00 followed by Budget Hearing at 6:30pm.

A motion was made by Jeanne to adjourn the meeting at 7:00 pm and Debra Kennedy seconded the motion.

These minutes were read and approved on _____.

Approved by _____ and witnessed by _____.