

Johnson County Cemetery District
Minutes
February 12, 2019

The regular monthly meeting of the Johnson County Cemetery District was held at the Cemetery Office, Buffalo, Wyoming, on Tuesday, February 12, 2019. The meeting was called to order by President John Zorbas at 2:03 p.m. Present were: John Zorbas, Butch Buell, John Ehlers (via Skype), Nancy Elm, Carolyn Fox, John Hansen, Tim Lohse, Megan Boggs, Linda Greenough, Chelsea Freeman, Dave Harness and Jill Wright.

- I. ACCEPTED MINUTES AS PRESENTED FOR PAST MEETING:** After reviewing the minutes of the January 2019 regular meeting, Butch Buell moved, and John Hansen seconded to accept the minutes as written; the motion carried by all present.
- II. TREASURER'S REPORT:** Dave Harness presented the January Treasurer's Report with all the financials and account balances. Butch Buell moved, and Nancy Elm seconded to approve the Treasurer's Report with a small modification regarding the classification of funds (Kaycee Tree expenses were to be moved to Capital Outlay), the motion carried by all present.
- III. WILLOW GROVE SEXTON'S REPORT:** Tim reported three full burials and three cremation burials for January, making 6 total burials for 2019. Snow removal has taken place as needed. Megan continues to update the CIMS information. The dump truck was taken into M & L Diesel Repair and has been fixed. Dave Harness supplied a dump trailer when needed. Donated lighting for the flag poles has been installed so flags can be hung 24 hours a day. Trees removal was completed, with final clean-up to be completed when the snow clears. Tim and Megan have been assisting John Ehlers with the cemetery portion of the upcoming budget. Tim and Megan also attended the WGA conference in Casper.
- IV. KAYCEE SEXTON'S REPORT:** There was no new information received from the Kaycee Cemetery
- V. OLD BUSINESS:**

1. CIMS- Megan reported that she is now entering demographic information in to each individual space. It is a long process and she hopes to be able to complete three blocks per month
2. VOTING PROCEDURES- Barry Crago did not attend to offer an opinion, this item will be tabled for a future meeting.
3. BYLAWS- John Zorbas presented a preliminary table of contents. Carolyn Fox made a motion that the page be accepted into the bylaws draft, John Hansen seconded, and the motion carried by all.
4. The Wyoming Department of Audit perjury statement was reviewed, and it was decided that Tim Lohse would only sign vouchers directly associated with cemetery upkeep and maintenance. All other vouchers will be signed by either the JCCD board president or the contracted financial office director.

VI. NEW BUSINESS

1. Simon Contractors send a letter indicating an overpayment due to their oversight in the amount of \$9488.30. After discussing options Butch Buell made a motion that the overage be accepted in work and materials to be used in the Kaycee Cemetery, Nancy seconded, and the motion carried by all. Secondly, Butch made a motion that only the available credit be used, with no additional funds being added from JCCD coffers, Nancy seconded, and the motion carried by all.
2. Cloud Peak Accounting presented the 2018-2019 financial review.
3. Tim Lohse and Megan Boggs were asked to determine who their summer staff will be and what their potential salaries should, this information is to be presented at a future meeting.
4. Commissioner Linda Greenough notified the board of an upcoming special use district workshop coming up in March 2019.

VIII. VOUCHERS: See attached list.

Vouchers were initialed, and checks signed by the board members.

There being no further business, the meeting adjourned at 3:15 p.m., following a motion by Butch Buell, seconded by John Hansen. **The next regular board meeting will be held at the Johnson County Cemetery District financial office at 351 N. Adams Ave. Buffalo, Wyoming, Tuesday, March 12, 2019, at 2:00 p.m.**




