The regular monthly meeting of the Johnson County Cemetery District was held at the JCCD Financial Office, Buffalo, Wyoming, on Tuesday, September 10, 2019. The meeting was called to order by President John Zorbas at 2:00 p.m. Present were: John Zorbas, Butch Buell, John Ehlers, Carolyn Fox, Nancy Elm, John Hansen, Tim Lohse, Megan Jogg, Linda Greenough, Dave Harness and Letisha Doan.

I. ACCEPTED MINUTES AS PRESENTED FOR PAST MEETING: September minutes were corrected to reflect that item 5 regarding recording equipment purchase was “seconded by Nancy Elm, and unanimously passed”. Executive session motion was modified to say generally that “we approved the salary increases discussed in the executive session, and that John Zorbas was to provide the specific amounts to Jill Wright for payroll writing purposes”. With those changes the September 2019 minutes, John Ehlers moved, and Carolyn Fox seconded; the motioned carried by all present.

II. TREASURER’S REPORT: Dave Harness presented the September Treasurer’s Report with all the financials and account balances. Nancy Elm made a motion to accept the treasurers report, John Hansen seconded the motion, and it carried all.

III. WILLOW GROVE SEXTON’S REPORT: Tim reported four burials and three cremation burials for September, making 50 total burials for 2019. Megan reported that 25 total blocks have been completed in CIMS, accounting for 25% total. Tim Lohse reported that the pump has been drained and the sprinkler systems have all been blown out. A side-by-side has been purchased and delivered to Kaycee Cemetery. Tim presented ideas for dealing with the possible spring runoff problem, most specifically by installing 2 large culvert catch basins, and then pumping out the contents thru pipelines to a more appropriate discharge point. Some further discussion took place on the specifics of the pumps and discharge lines. Tim was encouraged to proceed with the catch basin ideas, as well as looking further into pump options.

IV. KAYCEE SEXTON’S REPORT: Nancy Elm reported for Dennette Mondeau who was unable to attend but did report that there had been one burial in September. The need for new chairs at the Kaycee cemetery was discussed as well as the possibility to only provide a porta-potty seasonally. Butch Buell made a motion to purchase chairs and a tent for the Kaycee Cemetery, John Hansen seconded, and the motion carried by all.

V. OLD BUSINESS:

1. A motion was made by John Ehlers to correct the deficiency in the September salary increase motion, and report that 3% increases were granted to Tim Lohse and Dennette Mondeau, and a 12% raise was granted to Megan Boggs, all effective with the September 2019 payroll checks; Carolyn Fox seconded the motion and the motion carried by all.

2. Dave Harness discussed the Tax Levy that had been handed down to the JCCD due to the inaccurate timing of tax payments and reporting from 2017 and 2018. John Ehlers raised the question as to if the Levy pertained to penalties and fees, not the actual taxes due, should the cost responsibility be on HFH rather than the District?" Dave Harness agreed. John Zorbas asked that a double check be made to insure that the charges were in fact all for penalties and fees.

3. John Ehlers discussed the current savings at Bank of Buffalo, as well as other local institutions, no action was made.

4. John Ehlers reported his findings pursuant to the Board directive to research possible options for the District to acquire outside accounting services. A copy of that report was distributed and should be attached to these minutes. John Z discussed possible further bidding efforts on the accounting service options. Dave Harness asked for more discussion on the report and emphasized that the monthly PSA fee with HFH covered much
more than the accounting services. John Zorbas set a Board work session for November 5, 2019 at 2:00 PM at the Willow Grove Cemetery Shop focusing on Cemetery By-Laws and financial/accounting options. John Zorbas asked Dave Harness to prepare a presentation to be given during the work session to outline what he sees as to the full value and extent of his contract duties.

5. John Zorbas discussed the bathroom project. He stated that he had gone to Nelson Engineering for the drawings of the buildings and materials lists, which they agreed to for both Willow Grove and Kaycee Cemetery. Butch Buell made a motion to pay up to $10,000.00 to Nelson Engineering for the work, John Hansen seconded; Megan Boggs requested the need for the building to provide space for a CIMS kiosk, which John Zorbas explained may not be possible due to the drafting process and what was originally requested, and the motion carried without modification.

6. Butch Buell presented a letter from the City Attorney, copy should be attached to these minutes, wherein the City requested that the width of the parcel as it approaches Klondike Road be 45° rather than the 20° offered. The City’s apparent rationale for the extra land was to make it more accessible for equipment to work on the improvements to make a better trail in that stretch. After discussion, John Ehlers made a motion to keep the final conveyance at 20°, but grant a limited time construction easement up to the total of the 45° line to facilitate the projected equipment access needs. Butch Buell seconded and the motion carried by all present.

7. Regarding the Property adjustment with M&M Ranch, John Ehlers reported that they agree to the offer discussed. John Ehlers made a motion to present either a warranty deed or quitclaim deed in the amount of $1000.00, Butch Buell seconded, and the motion carried.

2. NEW BUSINESS

1. Butch Buell made a motion to purchase chairs and a tent for the Kaycee Cemetery, John Hansen seconded, and the motion carried by all.

2. Tim Lohse requested that Dennette be reimbursed if she brings her private vehicle to board meetings. John Zorbas requested that the Kaycee Sexton Report be included with the Willow Grove Report and that there be a rolling log of employee time-off and comp. time. Butch Buell motioned that use of all employee personal vehicles for cemetery purposes be reimbursed when requested by the board, as well as a rolling log of accounting for employee time-off and comp. time be created and stored in the secured lock box, Carolyn Fox seconded, and the motion carried.

VIII. VOUCHERS: Butch Buell made the motion excluded the Big Horn Tire bill, the LEVY bill, and a double check on the Blue Cross (why does it pay 2 months?) bill, and noted a minor $ amount discrepancy on the Visa payment; seconded by Nancy Elm and carried by all present. Each check and/or voucher was initialed and signed by board members.

There being no further business, the meeting adjourned at 4:02 p.m., following a motion by Butch Buell, seconded by Nancy Elm.

[Signature]
[Signature]