

**Johnson County Cemetery District**  
**Minutes**  
**January 14<sup>th</sup>, 2020**

The regular monthly meeting of the Johnson County Cemetery District was held at the JCCD Willow Grove Cemetery, Buffalo, Wyoming, on Tuesday, January 14<sup>th</sup>, 2020. The meeting was called to order by President John Zorbas at 2:04 p.m. Present were: John Zorbas, Butch Buell, John Ehlers (via Skype), Carolyn Fox, Nancy Elm, John Hansen, Tim Lohse, Megan Boggs, Dennette Mondeau, Dave Harness, Linda Greenough, Buffalo Bulletin, John Snyder (CPA), and Chanda Rule.

- I. ACCEPTED MINUTES AS PRESENTED FOR PAST MEETING:** Butch Buell moved to approve the December 2019 minutes and Carolyn Fox seconded; the motioned carried by all present.
  
- II. TREASURER'S REPORT:** Dave presented the December Treasurer's Report with all the financials and account balances. John Ehlers made a motion to cash in the CD that has matured at ANB and transfer funds to the WyoStar II account. Butch seconded the motion and the motion carried. Carolyn will take care of cashing in the CD. Chanda Rule reported that after several conversations with the IRS, \$1012 is due in interest and penalties due to the quarterly payment of the payroll taxes. Dave Harness stated that Harness Funeral Home will accept the responsibility and pay the fees. Chanda was able to log in to the BCBS portal and can print invoices if need be. Dearborn insurance is quarterly payments and they are up to date. Chanda will get with John Snyder at CPA to create journal entries to clear up the payroll liabilities in QB. The w-2/w-3 and 1099/1096 have been completed and mailed. There was some discussion on the Capital Outlay line items over budget. If the total Capital Outlay budget line item is exceeded, we will need to have a budget amendment hearing, but if it is just different line items, the funds can be transferred. Carolyn made a motion to accept the treasurers report as presented, Nancy Elm seconded the motion, and it carried by all. The submitted treasure's report was signed.
  
- III. WILLOW GROVE SEXTON'S REPORT:** Tim reported via written submission that; 2 burials and 2 cremation burials for December, making 64 total burials for 2019. One of the funerals was on Saturday for a total of 3 hours. Megan has been adding pictures of the headstones to the CIM site. Tim has had contractors on site to get tree bids. State Forestry's Jacob McCarthy was here to look at some spruce trees; he recommended sending samples to the University of Colorado. He also visited about trimming some cottonwood trees. They took the tent to Kaycee, and fixed the heater that went out.
  
- IV. KAYCEE SEXTON'S REPORT:** Dennette Mondeau reported via written submission also. She received the tent, but her back was out, so she was not able to help set it up. Tim fixed the toggle switch on the snow blade when they were there. Tim also purchased a snow shovel for Kaycee. Due to strong winds, some of the fence lining the trees needs fixed. Dennette needs the insurance card for the side x side, it was given to her at the meeting.
  
- V. GUEST/PRESENTATIONS:** John Snyder of Cloud Peak Accounting presented the FY19 financial statement and review. He also presented the additional agreed upon testing findings. John reported that there were no findings on the reviewed financial statements. There was a question on the budget reserves, John E will check on this. As far as the agreed upon procedures, there were some minor errors found in the tested expenditures. The majority being missing documentation. The board asked Tim to have employees submit and sign a monthly time card. John E made the motion to approve the financial statement review and the agreed upon procedures report from CPA. Nancy seconded the motion and the motion carried. John E and Chanda will coordinate getting this information where it needs to be.
  
- VI. OLD BUSINESS:**
  1. The engineers have the plans for the leach and septic systems for the bathrooms, but the building design is not yet complete. Would like to have completed by Memorial Day. Nancy will look for contractors in Kaycee and John Z will look for contractors in Buffalo.

2. Butch reported that City Attorney has started a warranty deed for the trails board.
3. Chanda is working on the direct deposit. The QB was set up under an individual that is no longer around, so documentation needs to be proved. The board requested that all time sheets have a supervisor signature and the employee's signature before being submitted for payment.
4. Butch made a motion that the voting delegate to the WASD be the acting president with the alternative being the vice president. The contact person will be Dave. Nancy seconded the motion, motion carried. There is a meeting January 15<sup>th</sup> in Casper.
5. Tim reported that he did the lot sales training with Dave. The process is simple and Dave will still record the deed. Need to know block, lot and space number and you need a receipt book. Tim can train board members individually. The burial schedule calendar will be moved to the sexton's office. This will allow Tim to have the correct time window between burials. March 1<sup>st</sup> letters will be sent to funeral homes notifying them that lot sale and burial scheduling can be done through the sexton.

## **VII. NEW BUSINESS**

1. Carolyn made a motion that John E and Chanda seek bids on the FY 19-20 accounting review. Butch seconded the motion. Motion carried.
2. Tree Bids were opened. All bidders received a bid package.  
Buffalo Tree Service-\$12,100 and 6 additional trees for \$13,900.00.  
Tree Mechanics-\$9,300 and cabling of trees \$825. These are the only ones certified to cable.  
Myers Construction-\$3,850.00  
Butch moved to accept Myers Construction bid, John H seconded the motion. Motion carried.  
John E moved to accept Tree Mechanics bid of \$825 to cable the trees, Carolyn seconded the motion. Motion carried.
3. Tim reported that Victor Goni gave an estimate of \$32,000-\$25,000 for the security gate including fencing. The board decided to keep looking for a better price.
4. Tim presented a listing of computer and phone options and pricing. The board will review and this was tabled until the next meeting.
5. The FY20-21 budget work session will be in March and April on the 1<sup>st</sup> Tuesday of the month at 2:00 at WG.
6. Butch made a motion to have Tim purchase office chairs for the meeting room at WG, Carolyn seconded the motion and motion carried.
7. Butch made a motion to retain same board officers for 2020. Carolyn seconded the motion. Motion carried.
8. Tim reported that Jacob McCarthy offered to organize volunteers to plant/trim trees in Veteran's section and all that is required of the district is to feed them. Jacob will come visit with the board on this program.
9. John Z and Carolyn will update the calendar.
10. Nancy will not be at the February meeting.

**VOUCHERS:** Nancy made the motion to approve all vouchers as submitted. Seconded by Butch 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 3:49 p.m., following a motion by Butch, seconded by John H.

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