

**Johnson County Cemetery District Minutes**  
**March 10, 2020**

The regular monthly meeting of the Johnson County Cemetery District was held at the JCCD Willow Grove Cemetery, Buffalo, Wyoming, on Tuesday, March 10th, 2020. The meeting was called to order by President John Zorbas at 2:14 p.m. Present were: John Zorbas, Butch Buell, John Ehlers (via Skype), Carolyn Fox, John Hansen, Nancy Elm, Tim Lohse, Megan Boggs, Dennette Mondeau, Linda Greenough, Jill Wright, and Chanda Rule.

- I. VOUCHERS:** Nancy Elm made the motion to approve all vouchers as submitted. Seconded by Butch Buell and carried by all present. Each check and/or voucher was initialed and signed by board members.
- II. ACCEPTED MINUTES AS PRESENTED FOR PAST MEETING:** Butch Buell moved to approve the February 2020 minutes and John H seconded; the motioned carried by all present.
- III. TREASURER'S REPORT:** Chanda presented the January Treasurer's Report with all the financials and account balances. Chanda pointed out that the interest rate at the Bank of Buffalo has dropped to .35%, she will contact the bank and look in to this. Butch made a motion to accept the treasurers report as presented, Nancy seconded the motion, and it carried by all. The submitted treasure's report was signed. There is still an issue with Direct Deposit and QB. John E will look into this when he returns to Buffalo. Butch made a motion to table DD and QB, Carolyn Fox seconded the motion.
- IV. WILLOW GROVE SEXTON'S REPORT:** Tim reported via written submission that; 3 burials and 1 cremation burials for February, making 9 total burials for 2020. 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. Snow was plowed as needed. Chair were ordered and put together. All 3 attended the Wyoming Grounds Keeper's Conference in Casper. The tractor had a bracket replaced and new rim and tire ordered. Meyer's Construction finished up the tree trimming and clean up. Carolyn will draft a formal letter on Cemetery District letterhead stating that Nancy, Butch, Tim, Megan and Dennette have the authority to be an agent of the District. This will be approved at the next meeting.
- V. KAYCEE SEXTON'S REPORT:** Dennette Mondeau reported that she has been plowing snow as needed. She also asked if there was a drag available. Tim said they have one.
- VI. GUEST/PRESENTATIONS:**  
WG Septic System- Rocky Mt Equipment Brokers-\$19,200 for 2 systems.  
-Carlat Construction-\$15,800  
KC Septic System-Carlat Construction-\$8,900  
-L&L-\$16,000 via text  
There was some discussion about water line and electrical hook up locations. John E made a motion to appoint John Z and Tim to a sub-committee to review and award the bids for the leach field and pads at both WG and KC. John H seconded the motion, motion carried. There needs to be a letter from the Sexton to the board that to their knowledge, there are no graves at the building sites.
- VII. OLD BUSINESS:**
1. John Z has had additional conversations with Nelson Engineering to add some details to the bathrooms that were discussed at the last meeting. Thus far 3 contractors have picked up bid packages, bids will be review next month. There was some board discussion on the exterior cosmetics of the buildings.
  2. CPA RFP's-requests were sent to 4 CPA firms with # proposals submitted. John E fully reviewed the proposals and recommended Mohatt, Johnson, and Goodwin be awarded the contract for FY19-

20. Carolyn moved that we follow John E recommendation and award the RFP contract to Mohatt, Johnson and Goodwin to prepare the FY19-20 statements and review. John H seconded the motion, motion carried. Chanda and John E will notify firms of decision.

3. John Z attended the WASD conference. He stated there are some open meeting laws coming down the road. Carolyn made a motion that authorizes John Z to set up email accounts for the board based on elected position. John H seconded. There was some discussion to clarify how passwords would work. Motion carried.
4. Tim and Megan submitted an email outlining Green Burial Options. Butch made the motion that there be no Green Burials in WG Cemetery. There was more discussion on the issue and no second made. John Z will write up a board resolution on what burial options would be offered. John E recommended tabling until work session to work out all possible options.
5. Tim called Simon Contractors on pot-hole issue, but has not received a return call.
6. Tim sent John E as map of proposed scatter garden location. Megan also discovered a no-mow grass that would be ideal for the site.
7. John E made a motion to table the telephone and computer issue until after the budget work session. Nancy seconded, motion carried.

### **VIII. NEW BUSINESS**

1. Budget Work-Session. The preliminary budget is due to the commissioners the end of May. The operational side of the budget is pretty straight forward, what need to be considered is the prioritization of the Capital Outlay Projects. Board members need to come prepared to the next meeting with 3-5 Capital Outlay priorities with costs. Tim and Megan have provided an equipment listing.
2. John Z handed out and updated annual calendar.

There being no further business, the meeting adjourned at 4:16 p.m., following a motion by Butch, seconded by Carolyn.

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