

The regular monthly meeting of Johnson County Cemetery District, was held at the main office conference room on September 13, 2022.

Present at the meeting were: President, John Hansen; Vice Chair, John Zorbas; Nancy Elm; Sexton, Grant Bryan; Deputy Sexton, Megan Boggs; Secretary, Carolyn Fox; Treasurer, John Ehlers; Bookkeeper, Chanda Rule

Attending Visitors:

Attending Via Zoom: Luke Goddard, Seth Tayler, Kay, Seth@weQuilt

I. Open Meeting

Board President, Mr. Hansen opened the meeting at 2:00

II. Board Member Appointment

After the boards consideration of the interested individuals, Mr. Zorbas made a motion to accept the letter and appoint Mr. David Moate to the vacant sixth chair for the remainder of the election cycle which would end in November of 2022. 2:05

Motion was seconded by Mrs. Elm. and carried by unanimous acclimation.

Mr. Moate was sworn in and seated as the sixth board member 2:07

III. Session was open for **public comments**. None were forthcoming.

IV. Vouchers were passed and signed.

- a. Motion made by Mr. Zorbas to accept vouchers as were submitted to the board. Motion seconded by Mrs. Elm, and carried by unanimous acclimation. 2:10

V. Meeting Minutes from August 9th 2022 were read by all.

- a. Mr. Ehlers moved that minutes be accepted. Motion was seconded by Mr. Zorbas and was passed by unanimous acclimation. 2:12

VI. Financial Report was given by Mrs. Chanda Rule.

Discussion ensued adjustments and corrections

- a. Shifting some investments from Wyostar into other local options with better returns.

- b. Mrs. Rule was requested to do research into local options with more of a fixed and improved return. 2:20
- c. Motion made by Mr. Zorbas to accept the financial report as submitted to the board, seconded by Mrs. Elm. Unanimously accepted by acclimation. 2:20

VII. Sexton Report was given by Grant Bryan.

Request Dennette Mondeau to look into obtaining multiple estimates for the instalment of a shop heater in Kaycee.

Two stones are all that remain.

Updated and added materials to the part time help training program.

Updated policy on appropriate cell phone use by summer employees.

Board requested cell phone policy be posted in conspicuous place.

Board requested updated OSHA posters for seasonal workers.

Front entryway with wheelchair ramp and handrails was finished.

Gave updated of developments for the saluting branches event.

Instituted expenditure forms for deputy Sextons.

Developed document for keeping track of employee leave accumulations.

Developed introduction packet for new customers.

Request was made to include veteran headstone form into packet.

Made final corrections to binder documents

Mr. Hansen agreed to meet with the Sexton at lot 106 and investigate concerns

Made the following Recommendations

1. Implement verbiage in Policy and Procedures manual to include Auxiliary Branches of the armed forces.

- a. Mr. Zorbas Agreed to develop verbiage to submit for board approval.
2. Facilitate budget for periodic change of locks.
 - a. Board designated the Sexton to contract a locksmith to update locks.
3. Consider installing surveillance/ security system.
 - a. Board reminded that we have line item for security system and gave ok to start obtaining bids from relevant contractors. 2:59

VIII. Guest/Presentations/Bids – None forthcoming.

IX. Executive Session Participant

At 3:00 John Zorbas made motion to adjourn meeting and enter into an executive session. seconded by Mrs. Fox, and unanimously agreed upon.

Exited the executive session and resumed Board Meeting at 3:53.

X. Old Business

- a. Motion made by John Zorbas to postpone the “Resurfacing Road of Adams addition” to next months business meeting. Carried unanimously. 3:54
- b. Motion made to move item “Deer Fencing” to Octobers Meeting, by Mr. Zorbas. Seconded by Mr. Ehlers. Passed unanimously.
- c. Mr. Zorbas made motion to approve the updated bylaws as submitted to the board. Seconded by Mrs. Fox. Carried unanimously.
- d. Mr. Zorbas Made a motion to approve the Policy and Procedures manual as updated and revised by the staff. Seconded by Mrs. Elm. Passed unanimously.
- e. Mr. Zorbas made the motion to accept the revised and updated accounting document as submitted to the board. Seconded by Mr. Ehlers. Carried unanimously.
- f. Mr. Zorbas made motion to accept the revised Employee Handbook as submitted to the board. Seconded by Mr. Ehlers. Carried unanimously.
- g. Motion made by John Zorbas to move the strategic plan discussion to October board meeting, seconded by Mrs. Elm. Carried unanimously.

XI. New Business

1. Mr. Zorbas request that the board consider amending our policy and procedures manual to not restrict any monument issued from the VA from being used in the veteran's area.
 - a. Board requested Mr. Zorbas to write up an amendment and present it in a future meeting.
2. Motion made by Mr. Ehlers to adopt the presented resolution concerning developing water infrastructure. Motion Seconded by Mr. Zorbas. Resolution adapted by unanimous acclimation.
4:12
3. Direction was given concerning the investigation of possibly obtaining a vehicle that will accommodate the needs of the summer crew.
4. Options for prefabricated Cremation Niche wall were presented to the board.
 - a. Motion was made by Mr. Ehlers to "Appoint a subcommittee of John Zorbas, Grant Bryan and Carolyn Fox to oversee the initial phase of the cremation remains garden project in Willow Grove. They may obligate up to the \$75,000.00, the amount included in the FY23 budget towards any construction activities consistent with accepted CPRA construction documents and including any necessary materials and fixtures for such construction."

Seconded be Mr. Zorbas. Accepted by unanimous acclimation.
4:27

Close

Motion to adjourn made by Mrs. Elm, seconded by seconded by Mr. Zorbas and carried by unanimous acclimation. 4:28