

## **Minutes**

### **Johnson County Cemetery District**

**DATE** January 9, 2024

**TIME** 2:00 P.M.

#### **MEETING CALLED TO ORDER BY**

Luke Goddard, President

#### **In Attendance**

Luke Goddard- President, Liz Graves- Vice President, Barb Mueller- Secretary, Sheila Camino- Treasurer, Bob Hancock- Board Member, Kassie Spiering- Board Member, Shawn Sullivan- Sexton, Dennette Mondea- Deputy sexton Kaycee, Chanda Rule bookkeeping, Kate Harness- 307 radio

#### **APPROVE AGENDA**

The board opened with approval of the agenda; an additional item was added to the agenda:

- Nelson Engineering letter.

Barb motioned to approve the agenda, Kassie second, vote, motion passed.

#### **PUBLIC COMMENT**

None

#### **VOUCHERS**

Bob motioned to approve the vouchers, Barb second the motion, vote, motion passed.

#### **APPROVAL OF MINUTES**

Bob motioned to approve the minutes from the December 2023 meeting, Barb second, vote, motion passed.

#### **FINANCE REPORT**

Chand Rule gave a finance report to the board. Chanda pointed out that the December statement from Wyo Star did not arrive and was not accurate on the financial report. No certificates of deposit come due until August. Profit and loss detail reflected a \$300 refund showing as negative income and that an explanation of the refund was attached to the financial report. Currently the budget is 50% though the fiscal year but did not show income from the county as that check had not yet arrived. The two-line items over budget were seasonal staff and capital outlay for Kaycee. Kassie motioned to accept the financial report, Barb second, vote, motion passed.

#### **SEXTON REPORT**

Shawn reported to the board that the Willow Grove staff was focusing on tree pruning and tree health while waiting for irrigation supplies to arrive. A letter from Nelson Engineering was presented to the

board. The letter stated that the soil conditions and the concrete structure was adequate for the cremation niche walls. Dennette with Kaycee supplied a written report to the board.

#### **OLD BUSINESS**

- a. Kaycee gate- Liz requested additional art work add to the sides “sheep and cattle” for example. Show discussed those addition with the contractor, those additions would add approximately \$5,000.00 to the project for a total cost project cost of around \$20,000.00.
- b. Continued Irrigation system replacement discussion- Bob discussed gaining as much knowledge in the scope of this project as possible so the district may be able to guide and assist other departments in our community in navigating such a project. Shawn discussed the installation plan for the cemetery irrigation as well as keeping up with day-to-day duties.
  - i. Proposed budget- Shawn discussed irrigation fund needed and how those funds will be distributed between installation and material. Shawn also discussed additional resources that may be recruited from the community and what additional funds will need to be added into the budget.
  - ii. Signed scope of work/ bid guarantee CPS- a written agreement between the district and CPS was drafted presented and signed.

#### **NEW BUSINESS**

None

#### **EXECUTIVE SESSION**

None

#### **ADJOURN**

Bob made a motion to adjourn, Kassie second, vote, motion passed

Meeting adjourned at 2:50 p.m.

#### **SPECIAL BUDGET HEARING**

Special Budget meeting started @ 2:55 P.M. Luke presented the additions to the budget packet to the board. Additional funds expected from the county were added to the budget. Summer/Seasonal employees line item added \$17,200.00 for additional project labor. Kaycee gate project was added to have it own line item of \$20,000.00, The Cremation Garden line item was reduced to \$10,000 from \$150,000. \$91,750.00 was added to the equipment line to correct the negative from equipment purchases. \$244,000 was added to the \$50,000 irrigation line item. Additional expenditure with all money moved total of \$232,950.00, so an additional \$133,000 being pulled from reserves to correct the amended budget. Hearing no public comment, Barb motioned to approve the amended budget as presented, Bob second, vote, motion passed. Bob motioned to adjourn the special budget meeting, Kassie second, vote, motion passed meeting adjourned @ 3:03 P.M.

Signature\_\_\_\_\_Date\_\_\_\_\_

**President of the Board**

Signature\_\_\_\_\_Date\_\_\_\_\_

**Secretary**