

Johnson County Cemetery District Minutes
August 11th, 2020

The regular monthly meeting of the Johnson County Cemetery District was held at Jarrard Park in Kaycee, Wyoming on August 11th, 2020. The meeting was called to order by President John Zorbas at 2:09 p.m. Present were: John Zorbas, Butch Buell, John Ehlers, Carolyn Fox, John Hansen, Nancy Elm, Tim Lohse, Megan Boggs, Dennette Mondeau, Linda Greenough (via Zoom), Dave Harness (via Zoom), and Chanda Rule.

- I. VOUCHERS:** John E made the motion to approve all vouchers as submitted. This was seconded by Carolyn and carried by all present. Each check and/or voucher was initialed and signed by the present board members.
- II. ACCEPTED MINUTES AS PRESENTED FOR PAST MEETING:** John E moved to approve the July 2020 minutes, and John H. seconded; the motion carried by all present.
- III. TREASURER’S REPORT:** Chanda presented the July Treasurer’s Report with all the financials and account balances for fiscal year end. WyoStar June statements have not as of date been published so the rate on the account balance sheet is an estimate. The CIM fees have increased to include unlimited photos. John E. made a motion to accept the treasurer’s report as presented, Nancy seconded the motion, and it carried by all. The submitted treasurer’s report was signed.
- IV. WILLOW GROVE SEXTON’S REPORT:** Tim Lohse reported via written submission that; there were 4 burials and 3 cremation burials for May, making 34 total burials for 2020. Three of the funerals were on Saturday. Megan has been adding pictures of the headstones to the CIM site. They are still working with the contractors on the restrooms. Hydraulic leaks on mowers were repaired. The water commissioner turned off water out of Cemetery Creek. There is limited water in the Carwile Lobbin Ditch, and working with landowners to share limited water. There has been several irrigation line breaks and they have been controlling the valves by hand. Looked at the run off problem with John Hanson. Kevin Turk will work on the gates when the Museum Cemetery tours are completed.
- V. KAYCEE SEXTON’S REPORT:** Dennette Mondeau via written submission as well. She has been spot weed eating and mowing as needed. Cement has been poured for the bathroom.
- VI. GUEST/PRESENTATIONS:** Dave Harness was present via Zoom, when he contracted to have his hay put up; they put up 27 bales of the cemetery land. Nancy made a motion to accept Dave’s proposal to pay \$3/bale for the 27 bales of cemetery hay. John E seconded the motion, motion carried.
- VII. OLD BUSINESS:**
1. John E made a motion to remove the vault requirement for full body burials from the current By-Laws. This motion will change the current by-law requirement that all full body burials are required to be enclosed in a vault. Carolyn 2nded the motion. Tie vote, John Z vote’s nay, motion fails.
 2. John E made a motion to enter into an annual renewal contractual agreement with Chanda Rule to provide the JCCD with Office Manager / Financial Specialist support based on the following. All assigned work and duties will be for and under the direction of the Johnson County Cemetery District Board. Direct supervision will be thru the President of the Board and the Board Treasurer. Contract will commence on 15 November 2020 and will be renewable in August of each calendar year. Contract is cancelable by either party given 60-day notice. Agreed contract price will be \$1000.00 per calendar month payable as of the last working day of each month. Additional services and supplies required by this contract may be invoiced to the JCCD board monthly for approval

and payment. Contractor agrees to abide, in a code of conduct/ethics sense, by the JCCD employee handbook while conducting business for the JCCD or while on JCCD property. Both parties agree that the contract pricing may be adjusted based on requested changes of the job description duties on an as needed basis with JCCD Board approval. Carolyn seconded motion, motion carried.

3. Simon Construction will repair pot hole the end of August.
4. Carolyn moved to approve the employee handbook, John H. seconded the motion. Motion carried.
5. Carolyn made a motion to approve the board by-laws as presented. Nancy seconded the motion and the motion carried.
6. Carolyn presented a draft of the new signage, send notes on the sign to Carolyn. This is tabled until next meeting.

VIII. NEW BUSINESS

1. John E moved to appoint the Board Secretary, in conjunction with a Sexton staff representative, as a subcommittee to make the necessary purchases and related accommodations to transform the Willow Grove shop office area into a formal District office. The new office will be designed to serve customer needs, Sexton staff administrative needs, and District board meeting needs.
 - a. Duties include, but are not limited to the following:
 - i. Proceed to design and equip the new office arrangement to meet identifiable needs to operate as the District's formal administrative office, and providing a onetime budget not to exceed \$10,000; such effort to be in place or essentially completed by the end of August, 2020;
 - ii. Provide direction to HFH as to scheduling the transfer of all District records currently in HFH control, to District control, as well as scheduling HFH to train Sexton and contract staff to perform those remaining tasks currently being performed by HFH. The target completion date for this effort is the end of September, 2020. To be clear, completion of the objective in no way relieves HFH of any responsibility to continue to perform, as directed, under the terms of the PSA thru the mid-November termination date.

Carolyn seconded the motion, motion carried.

2. John E moved that we allow the Board Secretary to hire an individual who will assist full time cemetery district personnel in the transfer, documentation, and organization of cemetery district records and procedures. The following conditions will apply to this position. Temporary at will position not to exceed 90 working days. Position may terminate earlier if standards and workload are completed prior to the 90 days. Up to full time – 8 hours per day 5 days a week Monday thru Friday. Location of employment will typically be at the Johnson County Cemetery District office in Willow Grove Cemetery, although the Board Secretary may authorize some tasks to be accomplished remotely. Contract pay shall not exceed \$20 per hour for entire duration of employment. Total expenditure for such contractual pay shall not exceed \$7500. All assigned work and duties will be for and under the general direction of the Johnson County Cemetery District Board. Direct supervision will be thru the Board Secretary, who will coordinate as necessary with other Board members as needed. Employee understands that this is a temporary position without benefits. Contract payment will be completed via check as of the last working day of the month. Employee agrees their conduct will generally abide by the JCCD employee handbook while conducting business for the JCCD or while on JCCD property.

3. Carolyn seconded the motion, motion carried. Draft Policy Procedures were presented; this will be tabled until next month.

There being no further business, the meeting adjourned at 3:25 p.m., following a motion by Butch, seconded by John H.

Respectfully submitted by Chanda Rule
