

CAMPBELL COUNTY CEMETERY DISTRICT (CCCD)

Regular Scheduled Board Meeting Minutes

Wednesday, December 5, 2018, 1:00 p.m.

804 South Emerson-Gillette, Wyoming

Revised 12/06/18

President Jim Hastings called the meeting to order at 1:00 p.m.

Board members present: Erik Bergquist, Arlene Bryant, Tommie Butler, Jim Hastings, Cynthia Johnson, JD Jones. Others present: Darin Edmonds, Sexton; Mark Hines, Engineer; Greg Goddard, Attorney.

Approval of Agenda

The agenda was reviewed. Bryant moved to approve the agenda as written. Bergquist seconded. Motion carried unanimously.

Approval of Minutes

Johnson moved to approve the minutes for the November 7, 2018, workshop and regular meeting with one correction – on Page 3 of the regular meeting minutes under Old Business, Item D – the second was made by Johnson and not Jones – and approve the November 14, 2018, special meeting minutes as written. Bryant seconded. Motion carried unanimously.

President's Report

Jim Hastings provided an update on the topics discussed at the workshop.

Sexton Report

Darin Edmonds reviewed the written report on the activities of the Cemetery District this past month. See attached report. A water system draw-down chart for Well 4 was reviewed and discussed and compared to past years. The water system automatically controls how often the sprinklers run. If the sensors indicate there is adequate moisture, the sprinklers will not run. This was a pretty good year for watering. There was discussion on the value of the system that is in place and how much it has saved on watering. The system was bought in 2012, and this was the first year that any sensors were replaced. It has held up well. Darin Edmonds commented that it has been a good investment, especially at the rural cemeteries.

Treasurer's Report

Financial Reports – Cynthia Johnson reviewed the written reports. The reports will be placed on file and are available for public review.

Funds Transfers – \$1.2 to \$1.4 million will be received from the levy this month. The bills over the next few months are estimated around \$150,000. Johnson moved to authorize Darin Edmonds to transfer all funds exceeding \$250,000 from the First National Bank Checking Account ending in 1422 to the WGIF account ending in 206 after the tax levy has been deposited into the checking account in December. Bryant seconded. Motion carried unanimously.

Approval of Vouchers Presented – The bills and vouchers were reviewed along with account balances. Johnson moved to approve the vouchers and pay the bills as presented for \$51,158.78. Bergquist seconded. Motion carried unanimously.

Audit presentation (Bennett, Weber & Hermstad) – Paula Steiger provided an update and review of the audit for fiscal year ending 6/30/18. The funds, revenue and expenses were reviewed and explained at this meeting. There was discussion on committed versus restricted funds. Restrictions are only done externally – for example someone grants money and restricts those funds to something in particular. Committed funds are designated by the Board. The District has committed funds and no restricted funds. Paula Steiger met with Jim Hastings, Cynthia Johnson and Darin Edmonds on Monday and reviewed the audit in detail. She encouraged Board members to call her if they have any questions.

Acceptance of Audit – Bryant moved to accept the audit for fiscal year ending June 30, 2018. Jones seconded. Motion carried unanimously.

Sculpture Committee Report

Butler reported that the Sculpture Committee is waiting for artist submittals which are due by February 15th. Bob Eldridge has resigned from the Committee and moved out of Gillette. He would like to remain involved with the Committee. The Committee will be discussing it at the next meeting. There was discussion on the sculpture that was so controversial. Board members and Darin Edmonds reported that there have been a number of comments since the sculpture was installed, and the vast majority of them have been positive.

Engineer Report

Mark Hines provided an update and reviewed the written report. The Highway 50 project bids sometime this week, so we should know soon who the contractor will be. Construction will be in 2019 or could go into 2020.

Legal Counsel Report

Greg Goddard reported that he sent a letter to the Auditors saying once again that there is no pending or threatened litigation. He is working on the agreement with the funeral homes.

Social Media Overview

Darin Edmonds reported that he, Dawn Schjei, and Britney Johnson met with Courtney Reynolds. They provided Courtney with a great deal of information to be put on social media. Bergquist reported that he has seen a number of posts, including a post at 6:00 a.m. on Veterans Day with a salute to veterans.

Old Business

- A. **Retreat Dates** – The retreat is scheduled for Friday, March 1, 2019 through Sunday, March 3, 2019.
- B. **Sound System Update** – Erik Bergquist reported that he met with Norm Curtis from Music Service Center in Gillette. A bid and proposed plan will be available for review at the January meeting.
- C. **Veterans Monuments (Gardens) Update** – This will be discussed at the January meeting.
- D. **Sexton Salary Range and Compensation Guidelines** – Darin Edmonds reported that he is waiting for feedback from the Board. This item is a result of a request from the Auditor that something be put in place since there isn't anything in place right now. There isn't really anyone in Gillette or anywhere in Wyoming that does what Darin Edmonds does. Other cemeteries around Wyoming are not comparable to the Campbell County Cemetery District. If a cemetery isn't public, their salaries aren't public, so it is hard to find comparable data. This will be discussed at the next meeting.
- E. **Shelter Sign Quote** – Darin Edmonds provided a handout of mock up signs provided by Sign Boss. There was discussion on refacing the buildings. Mark Hines will talk to some contractors and get some ideas to bring back to the Board at the retreat. The sign will bolt onto the building, so it can still be done now and then removed and put back if the building is refaced or sided. There was discussion on having Sign Boss match the font and the design of the District's logo. Option 2 of the handout was Board's preference.

New Business

- A. **Election of Officers** – Bergquist nominated Jim Hastings as President. Butler seconded. Bergquist nominated Cynthia Johnson as Treasurer. Butler seconded. Johnson nominated Erik Bergquist as Secretary. Butler seconded. Bryant moved that nominations cease and we cast a unanimous ballot for those nominated (Jim Hastings, President / Cynthia Johnson, Treasurer / Erik Bergquist, Secretary). Butler seconded. Motion carried unanimously.
- B. **Approval of Board Calendar** – The July meeting will be either July 3rd or July 10th.
- C. **Holiday Schedule (For Approval)** – Johnson moved to approve the Board Calendar with the July meeting either July 3rd or July 10th to be determined closer to that date and the Holiday Schedule as presented. Bryant seconded. Motion carried unanimously.
- D. **Employee Christmas Bonus** – There was discussion on whether or not to do a bonus to employees this Christmas. The District has done gold bucks some years and cash some

years. Since the grocery stores do not take gold bucks, the consensus was cash would be best. Five regular full-time employees would be eligible for the Christmas bonus. Bergquist moved to give bonuses this year with a cash amount of \$500 to Darin Edmonds and \$300 to each of the other four employees (Britney, Dawn, Brandon and David). Bryant seconded. Motion carried unanimously.

E. **Bid Award (2019 ¾ ton pickup)** – A public bid was done for a 2019 Chevy Silverado ¾ ton pickup truck. Fremont Motors out of Riverton was the only response to the bid, and their bid is \$34,425.00. \$39,000.00 is what was paid for the 2018 pickup purchased last year. Jones moved to accept the bid for the 2019 ¾ ton Chevy pickup from Fremont Chevrolet Buick of Riverton, Wyoming, in the amount of \$34,425.00. Bryant seconded. Motion carried unanimously.

Public Comments

There was an opportunity for public comment.

Executive Session

Johnson moved to go into Executive Session with Helenanne Cathey, Darin Edmonds, Mark Hines, and legal counsel (Greg Goddard) as guests for the purpose of real estate. Bergquist seconded. Motion carried unanimously.

The Board went into Executive Session at 2:45 p.m. The Board came back into Regular Session at 3:15 p.m. There was no action as a result of Executive Session.

Signing of Documents

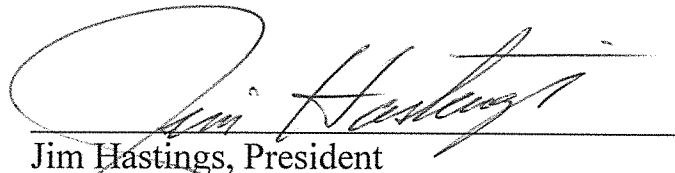
Board members signed minutes, checks, vouchers and deeds as necessary.

Upcoming Meetings / Workshops / Events:

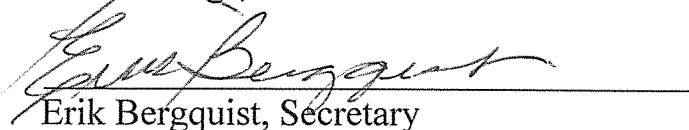
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|-------------------------|---------------------------------------|
| Friday, Dec. 14, 2018 | 5:30 p.m. – Christmas Party Prime Rib |
| Wednesday, Jan. 9, 2019 | 11:00 a.m. – Workshop |
| | 1:00 p.m. – Regular Meeting |
| Friday, March 1, 2019 - | Retreat at the Ranch at Ucross |
| Sunday, March 3, 2019 | |

President Jim Hastings adjourned the meeting at 3:17 p.m.

Respectfully submitted,
Helenanne Cathey



Jim Hastings, President



Erik Bergquist, Secretary