

# CAMPBELL COUNTY CEMETERY DISTRICT (CCCD)

## Regular Scheduled Board Meeting Minutes

Wednesday, May 8, 2019, 1:00 p.m.

804 South Emerson-Gillette, Wyoming

President Jim Hastings called the meeting to order at 1:02 p.m.

Board members present: Arlene Bryant, Tom Butler, Jim Hastings, Cynthia Johnson, JD Jones.  
Board members not present: Erik Bergquist. Others present: Darin Edmonds, Sexton; Greg Goddard, Attorney; Mark Hines, Engineer; Helenanne Cathey, Administrative Assistant

### Approval of Agenda

The agenda was reviewed. The minutes approval should be for the April 3, 2019, workshop and regular meeting. Also to be approved are the minutes from the April 10, 2019 and April 24, 2019, budget workshops and the March 8-10, 2019, retreat. The Public Records Person discussion as well as WyoStar I and II discussions will be added under old business, and registering Darin Edmonds for the next Gillette Area Leadership Institute program will be added under new business. Bryant moved to approve the agenda as amended. Jones seconded. Motion carried unanimously.

### Approval of Minutes

Johnson moved to approve the minutes for the April 3, 2019 workshop and regular meeting, April 10, 2019, budget workshop and April 24, 2019, budget workshop as written. Bryant seconded. Motion carried unanimously. The retreat minutes were revised last month and presented for approval at this meeting. Johnson moved to approve the minutes for the March 8-10, 2019, retreat. Jones seconded. Motion carried unanimously.

### President's Report

Jim Hastings reported on today's workshop discussions. Courtney Reynolds provided an update on social media, and there were discussions on upcoming events. Four board members attended the Pleasant Valley Association annual meeting regarding the Pleasant Valley Cemetery in Rozet and the potential of Campbell County Cemetery District taking over the management and maintenance. It was a very informative and enjoyable meeting. Darin Edmonds did a very nice job explaining who we are and what we are and that we are nothing more than a backup for them. The Cemetery District is not trying to take over. If their community decides that they want the District to take over, then that will happen. If not, that is perfectly fine. The proposed budget was reviewed at the workshop, and there was some discussion on WyoStar I and II.

### Sexton Report

Darin Edmonds provided an update on the activities of the Cemetery District this past month. Changes were approved last month for the rental agreements, but there was no cancellation

provision in the policy. Revised policies were reviewed allowing cancellations with 72 hours' notice. There was some discussion on the 72 hours and making sure that if the Cemetery District has incurred charges that we are compensated for those charges. Darin Edmonds asked if the Board wanted to consider replacing Julie Simon. Jim Hastings suggested the Marketing Committee hold a meeting and discuss this further. A special district association was formed recently, and they are seeking members. They are predominantly a lobbying institution. They are meeting in Gillette June 3<sup>rd</sup> – one of the legislative committees is meeting here in Gillette that day. The association is set up to give Districts an active voice. They are also developing a training program. A sunrise service was held at the Inspiration Garden at 6:00 a.m. Easter Sunday, and they already booked the garden again for next year.

### Treasurer's Report

**Financial Summary** – Cynthia Johnson reviewed the financial reports which will be placed on file and are available for public review.

**Approval of Vouchers** – The financial information and vouchers were reviewed. **Johnson moved to approve the vouchers totaling \$76,933.14 as of May 8, 2019, and ratify the vouchers for the month of April for \$74,381.14. Jones seconded. Motion carried unanimously.**

**Funds Transfers** – No transfer is needed this month.

### Sculpture Committee Report

Tom Butler reported that the Committee met yesterday. Mitch Benson, one of the committee members made it to the first meeting when he was appointed, and since then he has had scheduling conflicts and hasn't been able to attend meetings. The committee recommended removing him from the committee due to his scheduling conflicts preventing him from attending meetings, but if his schedule changes in the future, he can be re-appointed to the committee. **Bryant moved to remove Mitch Benson from the Sculpture Committee. Tom Butler seconded. Motion carried unanimously.** Gift baskets are being assembled for the artists for the artist reception in July. The wagons should be here in a couple of weeks. Committee members and Board members are encouraged to solicit buyers for sculptures that are coming in. There will be 9 sculptures coming in. There was discussion on inviting Cemetery District employees to the artist dinner in July.

### Engineer Report

Mark Hines provided an update. Task Order 3 is on the agenda for approval today. DOWL is waiting for final approval from WYDOT for the signs. Design for the meeting rooms and offices building at Mt. Pisgah should be ready for bidding in June and ready for approval at the July meeting.

## Legal Counsel Report

Greg Goddard didn't have any updates other than what will be covered in Executive Session.

## Social Media Overview

Social media activities were discussed at the workshop.

## Old Business

- A. **Public Records Person** – Darin Edmonds reported that the District must appoint a Public Records Person. The legislature passed a law requiring a designated public records person by July 1<sup>st</sup>.
- B. **WyoStar I and II discussions** – Representatives from WyoStar were in Gillette last week to explain the two WyoStar programs. WyoStar II started in December, 2018. It has a higher earning potential from WyoStar I with only a slightly higher risk, but that risk is extremely low. **Johnson moved to transfer \$4,000,000 from the Mt. Nebo Reserve in WyoStar I into a WyoStar II account as soon as it is opened. Butler seconded. Motion carried unanimously.**

## New Business

- A. **Mega-Mixer Reservation** – There was discussion on doing the Chamber of Commerce mega mixer again this year. It is the third Thursday of August. The consensus of the Board is to sign up for the mega mixer.
- B. **DOWL Task Order 3** – There was discussion on bidding the Mt. Pisgah remodeling project. The District isn't required to go out for bids, but the Cemetery District has bid projects in the past that are of this magnitude. Another way of managing the project is to request bids only from specific contractors. The consensus after discussion is to put the project out for bids. **Johnson moved to approve DOWL's Task Order No. 3 for the Mt. Pisgah 2019 Remodel, Roofing and Addition for an estimated fee of \$70,315. Butler seconded. Motion carried unanimously.**
- C. **July Board Meeting and Public Budget Hearing date** – Bryant moved to change the July Public Budget Hearing, Workshop and Regular meeting date from July 3<sup>rd</sup> to July 10<sup>th</sup>. **Johnson seconded. Motion carried unanimously.**
- D. **Approval of Proposed FY2020 Budget** – Johnson moved to approve the preliminary FY 2020 budget with total funding requirements of \$5,202,300. **Butler seconded. Motion carried unanimously.**
- E. **Accounting Procedures Update (data retention and recovery)** – Darin Edmonds explained that an update is recommended due to issues that come up during audits regarding data retention and recovery policies on financial records. The policy was updated to address this issue, and a draft was reviewed and updated. **Butler moved to accept the revised Accounting Procedures as presented. Johnson seconded. Motion carried unanimously.**
- F. **Written Credit Card Policy** – Darin Edmonds will provide a draft of a written credit card policy for the next meeting.

**G. Register Darin Edmonds for Gillette Area Leadership Institute (GALI) –** The consensus of the Board is to support Darin Edmond’s enrollment in GALI. It is estimated to cost around \$1,300, and there is enough money in the budget to cover that.

**Public Comments**

There was an opportunity for public comment.

**Executive Session**

Johnson moved to go into Executive session at 2:35 p.m.\_for the purposes of real estate discussions with the Board members and guests Darin Edmonds, Greg Goddard, Mark Hines, and Helenanne Cathey. Butler seconded. Motion carried unanimously.

The meeting came back into regular session at 3:15 p.m.

There was no action needed as a result of Executive Session. Johnson moved to approve the Executive Session minutes from today’s Executive Session. Butler seconded. Motion carried unanimously.

**Signing of Documents**

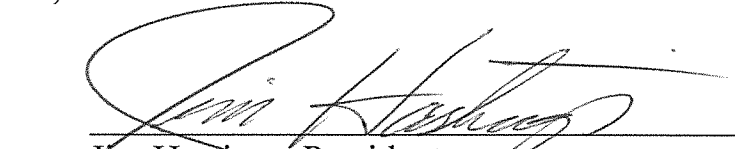
Board members signed minutes, checks, vouchers and deeds as necessary.

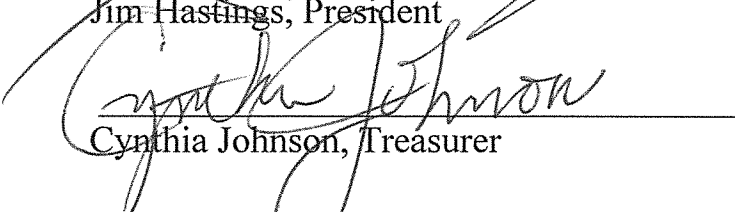
**Upcoming Meetings / Workshops / Events:**

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|--------------------------|--|
| Thursday, May 16, 2019   | 5:00 p.m. – 7:00 p.m. Chamber Mixer    |
| Wednesday, June 5, 2019  | 11:00 a.m. – Workshop                  |
|                          | 1:00 p.m. – Regular Meeting            |
| Wednesday, July 10, 2019 | 11:00 a.m. – Workshop                  |
|                          | 1:00 p.m. – Regular Meeting            |
| Friday, July 19, 2019    | 5:30 p.m. – Artist Dinner at Prime Rib |
| Saturday, July 20, 2019  | 2:00 p.m. – Artist Reception           |

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

Respectfully submitted,  
Helenanne Cathey

  
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Jim Hastings, President

  
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Cynthia Johnson, Treasurer