

CAMPBELL COUNTY CEMETERY DISTRICT (CCCD)

Regular Scheduled Board Meeting Minutes

Wednesday, February 5, 2020, 1:00 p.m.

Primrose Retirement Community – Assembly Room (3rd Floor)

921 Mountain Meadow Drive, Gillette, Wyoming

Board members present: Erik Bergquist, Arlene Bryant, Tom Butler, Jim Hastings, Cynthia Johnson, JD Jones

Others present: Darin Edmonds, Sexton; Greg Goddard, Attorney; Mark Hines, Engineer; Helenanne Cathey, Administrative Assistant.

President Jim Hastings called the meeting to order at 1:15 p.m.

Approval of Agenda

The agenda was reviewed. There are a number of changes to the agenda. The Sculpture Committee Report will be moved prior to the Treasurer's Report. Change Order Number 2 will be added to the Engineer's Report. The following items were added under New Business:

- Approval of Jerry Morrel's gate
- Research on the electronic sign
- Extension of the Marketing Consultant contract

Bergquist moved to approve the agenda as revised. Jones seconded. Motion carried unanimously.

Approval of Minutes

Bergquist moved to approve the minutes for the January 8, 2020, workshop and regular meeting as written. Johnson seconded. Motion carried unanimously.

President's Report

Jim Hastings reported on discussions at the workshop. Most of the time was spent on marketing. Courtney Reynolds was not able to be here today, but Tracy Matthews provided an update. There was discussion on events at Mt. Pisgah through the summer – Memorial Day, the summer concert series and other upcoming events. Mr. Morrel, a neighbor of Mt. Pisgah, requested a gate in his fence so he could enter the cemetery through his back yard. The retreat agenda was discussed, where the main topic will be investment firm interviews.

Sexton Report

Darin Edmonds provided and reviewed a written report on the activities of the Cemetery District this past month. Prime Rib was recommended for the Christmas party this December.

Sculpture Committee Report

Tom Butler reported on the Sculpture Committee activities. The Sculpture Committee reviewed 17 sculpture submissions and narrowed the list down to 10 that will be brought into the Cemetery District this year. The Committee is recommending the purchase of three sculptures that are currently on site. They are called "Prayer", "Reaching", and "Gibson" for a total cost of \$80,720. \$130,000 was budgeted for sculpture purchases. If this is approved, the total spent will be over the budget by \$6,720 because of additional purchases earlier this fiscal year. **Butler moved to purchase the three sculptures ("Prayer", "Reaching", and "Gibson") for \$80,720. Bergquist seconded.** There was discussion. Bryant stated that she is opposed to these purchases at this time. She voted against the purchase at the Sculpture Committee meeting. The remaining 5 members of the Sculpture Committee were in favor of the purchases. There was discussion on delaying any action on the purchase of these sculptures. **Butler withdrew his motion. Bergquist withdrew the second.** This item will be placed under unfinished business for the next meeting.

Treasurer's Report

Financial Summary – Erik Bergquist 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. **Bergquist moved to approve the February vouchers totaling \$204,614.86 as of February 5, 2020, and ratify the vouchers for the month of January, 2020, totaling \$248,818.76. Bryant seconded. Motion carried unanimously.**

Funds Transfer – Jones moved to transfer \$500,000.00 from the Wyo-Star Account ending in 945 to the Pinnacle Bank Checking Account ending in 9263. **Butler seconded. Motion carried unanimously.**

Engineer Report

Mark Hines provided a written report and reviewed the engineering activities from this past month. Mt. Nebo water supply development and road access were discussed. The Mt. Pisgah remodel was discussed, including Change Order No. 2 for the project. **Bergquist moved to approve Change Order No. 2 for the Mount Pisgah Remodel project in the amount of \$4,067.47. Butler seconded. Motion carried unanimously.** DOWL met with the landowner near the well site and access road to the Mt. Nebo water supply. On the four acre parcel owned by the District, about 1 acre will be a tree farm with fencing to keep the deer out. Some exterior fencing around the parcel is in the design as well as a control building and a cold storage shed with a gravel road access and culverts where needed. This project will go out to bid in about a

month. The District will need to construct a road from where the Spring Hill Road ends, building the District's access road through Gary Carter's property to the District's parcel. The Cemetery District will work with the Spring Hill Ranch Improvement and Service District regarding access to the property through the Spring Hill Ranch Road. Weston Engineering will evaluate the old well this month to determine pump size needed. The tree farm / nursery at this site will likely start next year. If a tree nursery at the Mt. Nebo site is desired right away, City water would be used for about 3 to 5 years until the District's water system is developed for Mt. Nebo. Jim Hastings expressed his appreciation for the excellent work done on the development of the water supply by Darin Edmonds and Mark Hines.

Legal Counsel Report

Greg Goddard reported that there will be discussions in Executive Session on Real Estate.

Old Business

A. None

New Business

- A. **Letter of Authorization for the new employee credit card access – Bergquist moved to authorize Jim Hastings to sign the letter to add the new employee, Andrew Brothers, to the credit card account. Bryant seconded. Motion carried unanimously.**
- B. **Pre-Paid Visa Card for Marketing – There was discussion on providing a pre-paid account for the Marketing contractors. Darin Edmonds reported that he talked to the Department of Audit and the Accountant, and the District is not allowed to prepay expenses. There was discussion on a credit card instead of a pre-paid card. Darin Edmonds will check with the bank to see if a Cemetery District credit card can be issued to someone that is not an employee.**
- C. **Gate for Jerry Morrel – Mr. Morrel is a neighbor at Mt. Pisgah that has requested a gate similar to the gate installed by a landowner last year. Bergquist moved to allow Mr. Morrel to install a gate on his property that meets the specifications provided by the Sexton. Bryant seconded. Motion carried unanimously.**
- D. **Electronic Sign – Bergquist moved to allow Darin Edmonds to investigate an electronic sign for somewhere in the entryway to Mt. Pisgah. Butler seconded. Motion carried unanimously.**
- E. **Extension of Marketing Consultant Contract – The current contract runs through the end of February for the Marketing Consultant. Tracy Matthews will provide an updated contract for consideration at the next meeting.**

Public Comments

There was an opportunity for public comment.

Executive Session

Begquist moved to go into Executive Session for the purpose of real estate discussions with guests Darin Edmonds, Greg Goddard, Mark Hines, and Helenanne Cathey. Bryant seconded. Motion carried unanimously. The Board went into executive session at 2:44 p.m. The meeting came back into regular session at 3:24 p.m. There was no action as a result of Executive Session.

Signing of Documents

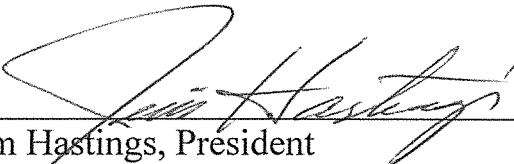
Board members signed minutes, checks, vouchers and deeds as necessary.

Upcoming Meetings / Workshops / Events:


Wednesday, Mar. 4, 2020	11:00 a.m. – Workshop at Mt. Pisgah
	1:00 p.m. – Regular Meeting
Friday, March 27, 2020 – Sunday, March 29, 2020	2:30 p.m. – Retreat at The Ranch at Ucross
April 1, 2020	12:00 p.m. Workshop (to discuss the two financial planning firms that were interviewed at the retreat) at Mt. Pisgah
April 8, 2020	10:00 a.m. – Workshop at Mt. Pisgah
April 22, 2020	12:00 p.m. – Budget Workshop at Mt. Pisgah

Jim Hastings adjourned the meeting at 3:25 p.m.

Respectfully submitted,
Helenanne Cathey



 Jim Hastings, President



 Erik Bergquist, Secretary