

CAMPBELL COUNTY CEMETERY DISTRICT (CCCD)

Regular Scheduled Board Meeting Minutes

Wednesday, December 2, 2020, 1:00 p.m.

Mt. Pisgah Community Room - 804 South Emerson, Gillette, Wyoming

Board members present: Erik Bergquist, Tom Butler, Jim Hastings, Cynthia Johnson, Dean Vomhof.

Board members not present: JD Jones (*JD Jones has accepted the appointment to the Board but has not completed the oath yet due to being quarantined because of an exposure to COVID-19*)

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

President Jim Hastings called the meeting to order at 1:01 p.m.

Approval of Agenda

There was one clarification on the agenda under approval of minutes. The approval is for the workshop and meeting minutes for November 4th and November 25th. **Butler moved to approve the agenda as revised. Vomhof seconded. Motion carried unanimously.**

Approval of Minutes

Butler moved to approve the minutes for the November 4, 2020, workshop, November 4, 2020, regular meeting, November 25, 2020, workshop, and November 25, 2020, special meeting, as written. Vomhof seconded. Motion carried unanimously.

Election of Officers

Jim Hastings opened the floor for nominations for officers.

President – Bergquist nominated Jim Hastings for President. Butler seconded. Bergquist moved that nominations cease and Jim Hastings be declared President by unanimous acclimation. Johnson seconded. Motion carried unanimously.

Secretary – Butler nominated Erik Bergquist for Secretary. Vomhof seconded. Vomhof moved that nominations cease and Erik Bergquist be declared Secretary by unanimous acclimation. Butler seconded. Motion carried unanimously.

Treasurer – Bergquist nominated Cynthia Johnson as Treasurer. Vomhof seconded. Bergquist moved that nominations cease and Cynthia Johnson be declared Treasurer by unanimous acclimation. Vomhof seconded. Motion carried unanimously.

President's Report

Jim Hastings reported on workshop activities that included a marketing and digital marketing update. The Santa photos will be December 12th along with the stuff the bus from 1 to 3 also on December 12th. There may be a scarcity of Santa photo opportunities in the community, so there may be quite a few people who attend the event at the Cemetery District. A number of other entities have cancelled their Santa appearances. The agenda was reviewed, and there was discussion on the audit.

Sexton Report

Darin Edmonds provided and reviewed a written report on the activities of the Cemetery District this past month. Since August, a great deal of staff time has been spent on funerals. The water usage / irrigation in 2020 was reviewed. Darin Edmonds will be meeting with a contractor on landscaping and irrigation improvements for the Inspiration Garden. The employee insurance plan was renewed without changes to the plan other than adjustments in rates due to the age of two employees.

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 \$51,381.93 as of December 2, 2020, and ratify the vouchers for the month of November, 2020, totaling \$210,648.17. Butler seconded. Motion carried unanimously.**

Funds Transfer – No transfer was needed this month.

Presentation of FY 2020 Audit (Paula Steiger) – Paula Steiger from Bennett, Weber and Hermstad provided copies and reviewed the audit for fiscal year ending 6/30/2020. Governments are required to report two levels 1) at the fund level (qualified accrual – accounts receivable and payable reported but nothing long term) and 2) statement of net position (government wide, pulling in long term liabilities and fixed assets). The Wyoming Retirement System is the only long term liability the District has. Paula Steiger explained the statutory requirement for the public retirement fund which shows as a net pension liability on the balance sheet. Deferred outflows of resources and deferred inflow of resources were also noted on the balance sheet on the government wide statement. Artwork and land are not depreciated. The fund level is what the Board sees on a regular basis. The District has been very transparent for levies for long term capital improvements like Mt. Nebo. The decrease in taxes for the fiscal year was due in large part to agreements the County made with some of the larger entities in an effort to try to collect taxes last year. Total expenditures were about \$500,000 less than budget. A significant change

from the prior year was the way investments were done, using the WyoStar II and other investment opportunities like Pinnacle Bank's sweep account. The end of the report notes that there were no material weaknesses identified, no significant deficiencies identified and all material was compliant. Darin Edmonds explained the expansion of the management discussion and analysis section in this year's audit to further explain the District's reserves philosophy. **Bergquist moved to accept the Fiscal Year Ending 6/30/2020 audit as presented. Vomhof seconded. Motion carried unanimously.**

Sculpture Committee Report

Arlene Bryant passed away this month. Board members acknowledged and expressed appreciation for Arlene Bryant's dedication as a Board member. She was also active on the Sculpture Committee. She will be missed. Tom Butler reported that the Sculpture Committee meeting was cancelled this month. The Committee is scheduled to meet in January. There was discussion on another Board member serving on the Sculpture Committee. Dean Vomhof volunteered. **Butler moved to appoint Dean Vomhof to the Sculpture Committee. Bergquist seconded. Motion carried unanimously.**

Engineer Report

Mark Hines provided an update on engineering activities this past month. There was discussion on the sign that will be installed at the entrance of Mt. Pisgah. There was discussion on the water well project at the end of Spring Hill Road that will be used for Mt. Nebo and for the tree farm that will be developed in the near future. The current well will be used for the tree farm and to maintain the water right, but a new well will eventually be drilled for Mt. Nebo.

The Spring Hill Site Improvements were budgeted at \$630,000, and the cost came in at \$243,000, which was \$387,000 under budget.

Legal Counsel Report

Barry Crago reported that he made a few changes to the agreement with Courtney Reynolds.

Old Business

A. Final Acceptance Spring Hill Site Improvements – Butler moved to approve the final acceptance on the Spring Hill Site Improvements as completed and to authorize Jim Hastings to sign the Warranty and Certificate of Final Completion. Bergquist seconded. Motion carried unanimously.

New Business

A. Professional Service Agreements (Accounting / Audit) –

- a. Bennett, Weber and Hermstad Proposal for auditing services – \$14,000 per year for the next three years (FYE 2021, 2022, and 2023). This is the same fee as the last three years.

- b. A.B.C. CPA for accounting services for \$1,900 per month for the next three years (February 1, 2021 through January 31, 2024). This is an increase of \$200 per month mostly due to the investments with Moreton but also changes in the Flexible Spending Account program.

Barry Crago expressed a concern that there was not a termination clause in the agreements as presented and suggested an addition to each agreement that would allow either party to terminate the agreement with a 30-day written notice (or some agreed upon time period). Darin Edmonds will contact both firms to see if they have standard language that can be added and/or work with Barry Crago to come up with an appropriate clause. The agreements will be considered at the January meeting.

- B. Hay Cutting / Mt. Nebo Bids** – Two bids were received for cutting hay on the Mt. Nebo property: 1) Geis Brothers for \$50.25 per ton and 2) Wrangler Construction Inc. for \$32.00 per ton. **Butler moved to award the hay cutting contract for Mt. Nebo to the Geis Brothers. Johnson seconded. Motion carried unanimously.**

C. Board Calendars

- a. **Meeting Schedule** – The Cemetery District’s regular meeting date is the first Wednesday following the first Tuesday of each month. There aren’t any dates that need to be rescheduled at this time for 2021.
- b. **Holiday** – The Cemetery District’s holiday calendar is the same as the County’s holiday calendar.

The proposed holiday calendar and board meeting calendar were reviewed. **Butler moved to adopt the holiday calendar and board meeting calendar for 2021 as presented, including January 1, 2022. Vomhof seconded. Motion carried unanimously.**

- D. CCCD Holiday Bonuses** – There was discussion on end of year bonuses for staff. It has been a crazy year. Employees have been asked to do things they don’t normally do – wearing masks, staying 6’ apart, and cleaning up a terrible suicide in August. Darin Edmonds explained that he asks a lot of employees, and they always come through. They have never had to sterilize tools and surfaces every day like they have this year. The Christmas party has been cancelled – or rather postponed. The Board hopes that something can be done at a later date – a dinner in March or April or a barbecue in the summer. **Vomhof moved to give \$1,250 (after tax) for each of the full-time employees and \$1,750 (after tax) for Darin Edmonds. Bergquist seconded. Motion carried unanimously.**
- E. Committee Assignments** – Dean Vomhof was appointed to the Sculpture Committee earlier in the meeting. JD Jones was on the Marketing Committee prior to the election. The consensus was to talk to JD Jones to see if he is interested in being reappointed to the Marketing Committee and make the appointment in January.

Public Comments

There was an opportunity for public comment.

Executive Session

There was no Executive Session.

Signing of Documents

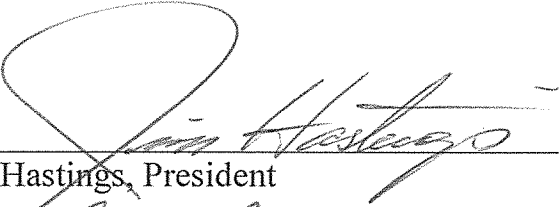
Board members signed minutes, checks, vouchers, and deeds, as necessary.

Upcoming Meetings / Workshops / Events:


December 12, 2021	1:00 p.m. – 3:00 p.m. / Santa and Stuff the Bus
December 19, 2020	Wreaths Across America
January 6, 2021	11:00 a.m. Workshop at Mt. Pisgah
	1:00 p.m. Regular Meeting at Mt. Pisgah

Jim Hastings adjourned the meeting at 3:09 p.m.

Respectfully submitted,
Helenanne Cathey



Jim Hastings, President



Erik Bergquist, Secretary