

RICHMOND CEMETERY MAINTENANCE DISTRICT NOVEMBER 20, 2013

The regular meeting of the Richmond Cemetery Maintenance District was held on Wednesday, November 20, 2013 at the Richmond City Office Building, 6 West Main, Richmond, Utah at 5:30 P.M. Chairman Jeff Young was in the chair.

The following board members were in attendance: Paul Thatcher
Denise Allen was excused.

The opening remarks were made by Board Member Thatcher.

DISCUSSION ON BOARD MEMBER RESIGNATION

JEFF: I am sad to report the resignation of board member Albert Purser. A month or so ago they had some family issues arise and that required him to resign to focus more time on some things with his family. He could not serve as he felt he needed to and therefore chose to resign. I accepted his resignation. I appreciate his help in bettering the cemetery and the relationship with the employees. He helped us to all be more responsible as board members. We had a four person board so we now have a three person board for this meeting.

APPROVAL OF THE MINUTES FROM THE OCTOBER 7, 2013 MEETING

*** A motion to approve the Richmond Cemetery Maintenance District Meeting Minutes from the October 7, 2013 meeting was made by Jeff, seconded by Paul and the vote was unanimous.***

Yes Vote: Young, Thatcher
No Vote: None
Absent: Allen

DISCUSSION AND APPROVAL ON THE CEMETERY DISTRICT FEES FOR 2014

JUSTIN: I have done some checking and the district's fees are not the highest or the lowest fees in the valley. I would recommend keeping the fees the same for 2014 with one exception. I would recommend changing the Saturday burial fee for residents from \$600 to \$700 and for non-residents from \$1,000 to \$1,100. We have an extra cost for the employees to disrupt their weekends to be available for weekend burials. The cost increase is a pass through of the increase paid to the workers for weekend burials. The majority of funeral homes are trying to get away from Saturday burials as well. As a side note, in the past we have had a few instances where there was a hardship circumstance with an infant burial and we have waived the burial fee. We have let Chris Purser, Treasurer, determine when that is appropriate and I would ask that we continue to do this as well.

JEFF: I agree with Justin on the Saturday increase. If we have to pay more then we need to charge more. I agree with the rest of the fees staying the same.

JUSTIN: This would be for the calendar year of 2014.

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A motion to approve the 2014 Richmond Cemetery Maintenance District Fees was made by Paul, seconded by Jeff and the vote was unanimous.

Yes Vote: Young, Thatcher

No Vote: None

Absent: Allen

	Resident	Non-Resident
Grave Plot Purchase	\$500	\$1,500
Open/Close Grave	\$400	\$800
Saturday Open/Close	\$700	\$1,100
Cremation	\$300	\$600
Infant (Less than 1 Year Old)	\$200	\$400

APPROVAL OF CEMETERY WORKER WAGES AND STIPENDS FOR 2013 & 2014

2013 STIPENDS

JUSTIN: Since board members does not collect a wage for their time; in the past we have paid a small yearly stipend at the end of each year. I would like to recommend the following for the year 2013: Chairman Young \$250 and Board Members Purser, Allen and Thatcher each \$150. Albert has been involved all year and I think he very much should get a stipend like the rest of the board members.

JEFF: I agree.

PAUL: I agree as well but would like to make one change since I have not been as involved this year until recently and due to Albert's circumstances at home. I would like to reduce my stipend to \$50 and increase Albert's to \$250.

JEFF: I am fine with that.

A motion to approve a 2013 stipend to Jeff Young for \$250.00, Albert Purser for \$250.00, Denise Allen for \$150.00 and Paul Thatcher for \$50.00 was made by Jeff, seconded by Paul and the vote was unanimous.

Yes Vote: Young, Thatcher

No Vote: None

Absent: Allen

2014 WAGES

JUSTIN: For the nine years I have been involved with the district I don't recall Chris's wage ever changing. She has been paid \$235.00 per month by the district. It is not much of an increase but I would propose that her monthly wage is increased to at least \$250 per month. She does so many things on a daily basis for the district and handles all the face to face communication with people.

PAUL: I don't think \$250 is out of line.

JEFF: I am good with that as well and understand that you won't make a recommendation on your own wage. Justin has taken on more and more responsibility each year and I would like to see his monthly wage changed from \$50 to \$100 as I know that it has never changed as well.

JUSTIN: I am uncomfortable receiving a larger raise per month than Chris.

JEFF: I think that both situations are different but I would not have a problem taking Chris from \$235 per month to \$285 per month. I appreciate and understand your concern. I don't feel like both raise amounts need to be the same.

A motion to approve a monthly wage for 2014 for Chris Purser in the amount of \$285, and Justin Lewis, in the amount of \$100, was made by Paul, seconded by Jeff and the vote was unanimous.

Yes Vote: Young, Thatcher

No Vote: None

Absent: Allen

2013 CHRISTMAS BONUS

JUSTIN: Last year a net Christmas bonus of \$250 was paid to Chris, myself and Richie Petersen. I had originally proposed an increase in the Christmas bonus to Chris of \$300 but think that \$250 is more appropriate considering the increase in monthly wage. I would like to take the \$250 that was spent last year on Richie and give \$125 to Ted Collins and \$125 to Yumi Collins. I think for their time involved they have done a great job and this would be just a small thank you for them.

JEFF: I agree in not changing the bonus amount from last year. I think that is appropriate for Ted and Yumi. When they officially took over the cemetery grounds we have not had any more problems. They will be working up there full time next year and that would be a nice thank you for them.

*** A motion to approve the following net Christmas Bonuses, Chris Purser \$250, Justin Lewis \$250, Ted Collins \$125, Yumi Collins \$125 was made by Jeff, seconded by Paul and the vote was unanimous.***

Yes Vote: Young, Thatcher

No Vote: None

Absent: Allen

FINANCIAL REPORT

JUSTIN: Just a reminder that the majority of property taxes are received in December and January. Paul, I am not sure if you are aware what the Fee in Lieu of Taxes is but that is a tax that is spread to everyone rather than just property owners. Property tax only affects property owners where Fee in Lieu affects everyone. The burial fees and grave plot purchases are an unknown on a yearly basis. Some years we sell lots and lots of plots and other years very few. I do know that people are waiting to purchase plots in the new section as soon as it opens and I believe that is what has led to people not purchasing very many right now in the old area of the

cemetery. We do receive interest on the money in the PTIF and checking account. Salaries and benefits consist of the wages paid this year for the employees, the majority going to Ted and Yumi Collins and a small amount to myself and Chris. Advertising was to advertise the public hearing on the Pepperidge Farm agreement. Office Expense is office supplies and miscellaneous office items. Utilities are for garbage, culinary water and power at the grounds. It is very nice that we were able to work out an agreement with the city on the yearly water fee moving forward. Gas and oil is for the equipment operation. Grave digging is the fee we pay the city for the use of the backhoe and city employee to dig the grave plot areas. Usually, we pay the city in June and December of each year. The auditor fee is for the yearly audit. It was more for the 2012 year than normal because our expenses and revenues exceeded \$100,000 which causes the audit to have more items checked out and time spent. This year we will be under \$100,000 in both revenue and expense. The attorney fees were for Bruce Jorgensen's time spent on the Pepperidge Farm agreement. We paid the fee this year and it will be paid back by Pepperidge Farms in 2015. The bonds and insurance line item is for the insurance on the grounds, equipment and for workers compensation coverage on the employees. The irrigation water dues fee is for the fee paid to the Richmond Irrigation Company on the shares that are owned and leased. Sundry is for small miscellaneous items. Capital improvements were for all of the expansion work on section 1 of the expansion area.

PAUL: Would it be more appealing to finish the next section in the expansion or take the funds and lay some asphalt on one of the roads?

JEFF: I do like the asphalt idea. We have a couple of options. We can finish section 2 of the expansion or consider paving a road. The one thing about finishing section 2 is it allows for us to generate more income to pay for future expansion and to asphalt the roads. I think in the long term the asphalt needs to be done.

JUSTIN: I would consider doing the expansion of section 2 first. The expanded areas generate income where the roads are 100% an expense with no repayment option.

JEFF: I would like to meet at the grounds in the spring with you and Denise and come up with a plan of what we want to do, if anything, in the expanded area in 2014. We can discuss section 2 and asphaltting the roads but I would like all of us to be there for that discussion.

JUSTIN: I know this is something that is hard to discuss and mention but I think it is time to consider adjusting the property tax rates. I have not been able to determine for sure but I believe the last time that property taxes were changed was in approximately 1978. The district saved funds for years and years and finally did some road work and expansion work in 2012 and again in 2013 but now all of the funds are gone again. In order to maintain the level of service that I believe the cemetery deserves we need to generate more income. We cannot rely on the unknowns of how many burials there will be or how many plots will be purchased on a yearly basis. I believe the fees collected from the sale of the plots in the new section should be collected and used to pay for the next section of the expansion. I would just ask you to consider this or ways to generate more income.

JEFF: This is something that has been on my mind since day 1 when I took over as a liaison to the district and became involved. It is our job to be conservative and watch over the needs of the district but at the same time we cannot provide the best service possible with the available funds. It is difficult to work with such limited funding and I think these tough decisions have been put off for too long. I think it is our obligation as a board to consider the idea and we are responsible to make tough decisions. It is hard to make the cemetery look as people expect with the limited funding we have available. I think it is very appropriate to consider and don't want to just pass it

off to a new board down the road. I think it is time to consider making the change. I think we need to look at a raise that will not only help the district now but 20 years down the road if rates are not raised again for many years. I am very open to a discussion in this regard.

PUBLIC HEARING ON THE CEMETERY DISTRICT BUDGET FOR THE CALENDAR YEAR PERIODS OF 2013 AND 2014

A motion to close the regular board meeting and open the public hearing was made by Jeff, seconded by Paul and the vote was unanimous.

Yes Vote: Young, Thatcher
No Vote: None
Absent: Allen

****There was not any comment from the public; nor anyone in attendance.****

A motion to close the public hearing and open the regular board meeting was made by Jeff, seconded by Paul and the vote was unanimous.

Yes Vote: Young, Thatcher
No Vote: None
Absent: Allen

DISCUSSION AND PASSAGE OF THE 2014 CEMETERY DISTRICT BUDGET

A motion to amend the 2013 Richmond Cemetery Maintenance District Budget was made by Jeff, seconded by Paul and the vote was unanimous.

Yes Vote: Young, Thatcher
No Vote: None
Absent: Allen

A motion to approve the 2014 Richmond Cemetery Maintenance District Budget was made by Jeff, seconded by Paul and the vote was unanimous.

Yes Vote: Young, Thatcher
No Vote: None
Absent: Allen

REVENUES

Property Tax	\$22,000
Fee in Lieu	\$ 2,100
Burial Fee	\$12,000
Plot Purchase	\$ 5,000
Interest	\$ 150

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Transfer from Fund Balance \$10,775
Total Revenue \$52,025

EXPENSES

Salaries \$20,000
Benefits \$ 2,000
Advertising \$ 100
Dues & Subscriptions \$ 250
Office Supplies \$ 250
Maintenance \$12,000
Utilities \$ 2,000
Gas & Oil \$ 2,000
Grave Digging \$ 2,000
Auditor \$ 2,000
Bonds & Insurance \$ 2,100
Water Share Fee \$ 725
Sundry \$ 750
Capital Improvements \$ 6,000
Total Expense \$52,025

JEFF: The board will meet in the spring and review the financials and determine if we want to use the \$6,000 of budgeted capital improvements for section 2 of the expansion or if we don't do anything in regards to expansion for 2014 and want to wait until later.

PAUL: I agree with that. I don't want to finalize if we are going to do that project until in the spring and we can visit with Denise about it as well to get her opinion.

JEFF: I agree.

BOARD MEMBER REPORTS

JEFF: Paul, I would like you to discuss the maintenance shop and equipment and what we can do to improve in those areas in 2014.

PAUL: I met with Albert up there a couple of times and we went through the building. I walked around the grounds as well. The outline of the grounds looked pretty good. There is some work that needs to be done at the maintenance shed. We need to add some shelves and do some cleaning up on the inside. I know that Denise was checking into bringing in some gravel for people to park on. I have not been updated on that and don't know if anything happened there.

JEFF: I have not heard anything on the gravel either. I know Ted has some questions on the shelving. I told him to contact you and you could meet with him and show him what you have envisioned up there.

PAUL: What about moving the flag pole? The flag pole is on the left side of the entrance by a power line. It is very unnoticeable. I don't think it would be a lot of work to move it to the other side.

JEFF: That could be a great Eagle Scout project.

PAUL: I would like to move it to the other side. Right now it is next to a power line. I also think it would be a great Eagle Scout project. I would like to hang a nice big flag for Memorial Day weekend.

JEFF: I would suggest contacting Brad Jensen about the Eagle Scout idea; he always has kids looking for ideas. I think it is a very appropriate project.

PAUL: We could move it and do some nice landscaping around the base. It is currently in disrepair and needs to be painted.

JEFF: That is a great observation about moving it; great idea.

PAUL: Overall, I think the maintenance shed is the biggest area that needs help. The grounds look pretty good. I would be glad to help the Collins clean up the shed.

CHAIRMAN REPORT

JEFF: Paul, would you help Ted and Yumi with a schedule for the maintenance shop? They should have four to five months, time permitting, to do certain things in the shop. We need to get them a list to review of things that need to be done. I like what you and Albert envisioned in there.

PAUL: I would be glad to help.

JEFF: For our spring meeting, I would like to meet before Memorial Day. I would prefer to meet about a month before Memorial Day. Either just before Black & White Days or around the start of May. That would give us a month to get ready for Memorial Day. I would like to discuss what needs to be done and what we expect to be done before the season starts. The Collins would like to meet and discuss as well. The most stressful time of the year at the cemetery is Memorial Day and the Memorial Day weekend. I am very excited to work with a forward thinking board. One thing we need to discuss at our spring meeting is how many lots we are going to allow people to purchase in the new phases. Do we limit the number that can be purchased? Traditionally, cemeteries that are running out of space limit the number of plots that can be purchased. I don't see that issue for our cemetery. From an expansion standpoint, it would help with the costs to allow as many lots to be sold as people are willing to buy. There are different opinions on this topic. I would opinions from the board members in this regard. It needs to be what is best for all involved moving forward.

JUSTIN: I would suggest meeting up there in the spring to walk the grounds and then coming back to the office for a discussion and official meeting.

JEFF: The online database is done. We have just been waiting to include the new section in the database. We need to update the map and the coordinates. I would think we can start selling lots in the new section in mid to late July 2014. It would be possible to have burials there in the fall of 2014. It would not be good to have a new database without the new section included. I don't want to pay to redo the database program. I will have an additional update on this project in the spring. We can hopefully demo the program in the spring. I would like to have a formal presentation with the scouts that participated in the information gathering process.

PAUL: I have noticed there are several headstones that are sinking. What do we do with the tipping headstones? I am worried about the older ones.

JEFF: I asked Kip about this and Kip said that the district had worked on some of them in the past. It is something we will have to consider on a case by case basis. I have approved for one section of the grounds to be redone. It is a section of the Traveller family; we tried to correct it but it needs to be done right. We need to fix the entire area. I feel bad it was not completed this

year. We are going to make arrangements with Smithfield to have Ted and Yumi go down and observe a burial down there to see how they do things. They use plywood for their burials and I have been told by others that it won't work. Ted and Yumi are concerned as well and want to do the best job possible. When the ground is wet and soft it is a concern.

JUSTIN: In regards to headstones; they are owned by the families and it is the family responsibility to level and straighten them at their own cost. If we damage the headstones we have to pay for them or repair them. I have liability concerns on us dealing with the headstones.

PAUL: I am concerned about the really old headstones that don't have any family around anymore to deal with them.

JUSTIN: I agree.

JEFF: In regards to board members, I personally think a five member board would be more appropriate than a three member board. I think that would offer a better representation of the community. I think four board members and a chairman would be appropriate. Going forward; I would like to see Paul stay involved. We need to stagger the years of the board members. I would only like to do two more years and would talk to Denise about helping for two more years as well. The two new board members would be for four years and Paul would serve an additional four years. Then the board members would be staggered and not all go off the same time. I think that seems very logical and would like to talk to Denise about it as well.

PAUL: I agree with that.

JUSTIN: My suggestion would be to get two board members from Cove and three from Richmond if possible. Just a reminder that about half of Cove is part of the district.

A motion to adjourn at 6:33 P.M. was made by Jeff, seconded by Paul and the vote was unanimous.

Yes Vote: Young, Thatcher

No Vote: None

Absent: Allen

RICHMOND CEMETERY MAINTENANCE DISTRICT

Jeffrey Young, Chairman

ATTEST:

Justin B. Lewis, Recorder