

RICHMOND CEMETERY MAINTENANCE DISTRICT DECEMBER 12, 2017

A regular meeting of the Richmond Cemetery Maintenance District was held on Tuesday, December 12, 2017 at the Richmond City Office Building, 6 West Main, Richmond, Utah at 7:00 P.M. Chairman Kevin Graham was in the chair.

The following board members were in attendance: Paul Thatcher, Jared Gillman, Kelly Crafts and Amy Sadler.

Recorder Justin Lewis was also in attendance.

The opening remarks were made by Paul Thatcher.

APPROVAL OF THE MINUTES FROM THE DECEMBER 6, 2016 BOARD MEETING

A motion to approve the cemetery district meeting minutes from December 6, 2016 was made by Amy, seconded by Kelly, and the vote was unanimous.

Yes Vote: Thatcher, Graham, Sadler, Crafts, Gillman

No Vote: None

DISCUSSION, REVIEW AND APPROVAL OF CEMETERY DISTRICT FEES

JUSTIN: The district has not raised fees in many years. I would suggest keeping the fees the same in 2018 as well. When the fees were raised several years ago the intent was to have a fair price for residents and a higher price for non-residents. There are only a specific amount of lots available. Previous board members did not want people being buried here because we are the cheapest cemetery. Our current resident fees are about the same as other cities and districts in the valley. Our non-resident fees are higher than most of the other local districts and cities. There is a higher cost to the district for Saturday burials as the staff is paid overtime so in turn we have to charge a higher fee.

AMY: My boss's daughter passed away and the cost to bury her where she was residing was around \$13,000.

JUSTIN: I have family in the Seattle area and they told me the cost in that area is approximately \$12,000.

AMY: My boss ended up burying his daughter in Providence at a cost of around \$350. The fees in the valley are very reasonable.

JUSTIN: There is sometimes confusion on what is the difference between a resident and a non-resident. If you live in the boundaries of the district or pay property tax to the district we consider that person a resident. There is always a question from people stating they lived here the majority of their life and then moved so they want to be considered a resident. They are treated as a non-resident unless they reside or pay property tax in the city at the time of death.

KEVIN: What is the cost to bury someone on top of an existing grave?

JUSTIN: The regular price of a normal burial. This would only be allowed if an infant or cremation was being placed on top of a regular grave. A regular sized casket cannot be buried on top of an existing casket.

KEVIN: I have been contacted by a resident that wants to bury someone on top of an existing grave, pay a minimal fee and do the burial themselves.

JUSTIN: This is not allowed. Our staff does all of the burials. We cannot allow a private burial for insurance and liability reasons. This will upset some people wanting to save money but it is our policy. This is the same policy for all other local cemeteries I am aware of as well.

A motion to approve the 2018 Richmond Cemetery Maintenance District Fees was made by Amy, seconded by Paul and the vote was unanimous.

Yes Vote: Thatcher, Graham, Sadler, Crafts, Gillman

No Vote: None

2018 RICHMOND CEMETERY MAINTENANCE DISTRICT FEES

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

FINANCIAL REVIEW

JUSTIN: Since we have some new board members and where we have not met for a while I will review the 2016 income statement as well as the income statement for this year. For 2016, we ended up with a positive balance of revenue over expenditures in the amount of \$22,388. The biggest expense in 2016 was \$18,740 which was for the new roads in the new section of the grounds on the west end. Two new roads were paved going north and south and then the section connecting them running east and west. Burials seem to be increasing yearly and totaled \$22,300. We did not sell very many grave plots in 2016 but did sell a lot in 2017. The staff was very frugal and only spent \$5,695 in maintenance and repairs costs. Normally we budget \$10,000 to \$12,000 for this line item. Wages are paid to myself, Chris Purser, Yumi Collins and Shane Lewis. Chris and I take care of the finances and the paperwork. Shane and Yumi do the actual maintenance, repair, upkeep, trimming, mowing and all other necessary work on the grounds. Our biggest utility expense is for culinary water. We try and use irrigation water as much as possible but have to use culinary water for specific areas such as new graves, sod and small areas which need watering. Usually this is always for new burials. There were not any equipment purchases in 2016. For 2017, burial fees were high like the last couple of years and grave plot purchases were up significantly compared to the previous couple of years. I am sure this was because of the opening of the new section in the northwest corner of the grounds. Harrison Kimball, for his Eagle Scout Project, worked on installing a new cement pad on the west side of the maintenance shop. This is such a large project we had to split the project over three phases. This year was Phase 1 which resulted in about 1/3 of the area being completed. Harrison still has some concrete retaining blocks to install in the spring on the back edge of the pad. Staker Parson Companies is supplying the cement blocks for this project. This will give us an area to put overburden as well as new topsoil. The proposal for 2018 will be to do Phase 2 of this project

which is about another 1/3 of the area. The cost of the audit was down a little bit compared to last year. We did purchase a new lawnmower at a cost of \$13,661. The goal is to get all of our equipment issues resolved and then look at continued work on expanding the grounds to the north.

JARED: The cost of the cement pad was less than \$5,000?

JUSTIN: That is correct. Jason Rock did the work and did a tremendous job. Some of the cement is as thick as 12 inches where most areas are eight inches. The difference being because of the slope of the area before we started this project. The slope of this area is significant going from north to south as well as east to west.

KEVIN: Harrison will finish up his part of the project in the spring.

AMY: My son is looking for an Eagle Scout project next year so hopefully he can do something on the grounds.

PUBLIC HEARING, NO SOONER THAN 7:15 P.M., ON THE BUDGET FOR THE CALENDAR YEAR PERIODS 2017 AND 2018.

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

Yes Vote: Thatcher, Graham, Sadler, Crafts, Gillman

No Vote: None

The public hearing opened at 7:20 P.M.

There were not any residents or visitors in attendance.

JUSTIN: The proposed budget for 2018 is \$89,200. I am hopeful revenue will be higher than budgeted as I have purposely budgeted low for burial fees collected as well as grave plot purchases. Expenses are very close to the 2017 budget. There are two items I would like to specifically point out. There is \$5,000 budgeted for capital improvements which would be for Phase 2 of the concrete pad expansion project. There is also \$13,679 included for new equipment purchases. In the current budget year we purchased a lawnmower which can be used in the areas where there are headstones. The city has asked that I request the district pay 50% of a new lawnmower/snow blower unit. They would like to purchase a new unit called a Grasshopper. It is a lawnmower as well as a snow blower when needed. The city is maintaining more sidewalks than ever before as well as mowing more lawn than before. The intent is to purchase a big mower and not hire any additional employees. What is the benefit to the district for this unit? The new unit would be used to mow all of the flat areas and the new section that is not developed. Basically the entire north end of the grounds. Another big bonus would be snow blowing. For the last few years a district member has allowed us to use his tractor with an attached snow blower when needed. This has been very generous of him but we need to be able to maintain our grounds without relying on a private party. What if we break this person's tractor? What if it is not available when we need it? The new unit can be ordered with an enclosed cab if desired and the mower deck and snow blower unit can be switched back and forth. The city will use the unit to clear sidewalks and mow the parks. The city would pay 50% of the cost of the unit. A bagger assembly would be included and the bagger would extend six

feet in the air to dump the grass clippings into the dump truck. If the board does not want to participate in this purchase that proposed amount in the budget would be reallocated to increasing the fund balance.

PAUL: I have driven a similar mowing unit in the past and they are nice and do a good job.

JARED: They are one of the better mowers on the market. This brand has a big presence nationally. Utah State University has used this brand for years. As far as I know they really like them and continue using them.

JUSTIN: Even though the unit is expensive the city feels it is better to buy a piece of equipment rather than hire more employees. The biggest goal of the city is to be able to clear the sidewalks leading to White Pine Elementary going south as well as east.

PAUL: The capital improvement amount is for additional concrete to extend the new cement pad?

JUSTIN: Yes, that is correct. Proposed adjustments to the 2017 budget are mainly for increases in revenue. We exceeded revenue for burial fees as well as grave plot purchases. Property tax is up a little bit as well. The main change to expenses is adding \$2,500 to the capital improvement line item to help cover the cost of the concrete pad. The biggest change in expenses is the increase in the fund balance which is a real positive for the district. We always want to see an increase in the fund balance as opposed to a decrease. Increasing the fund balance means our revenue was higher than our expenses. The audit was a little bit cheaper this year and we used a little bit more fuel this year than last year.

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

Yes Vote: Thatcher, Graham, Sadler, Crafts, Gillman

No Vote: None

The public hearing closed at 7:28 P.M.

DISCUSSION AND APPROVAL OF THE 2018 BUDGET AND ADJUSTMENTS TO THE 2017 BUDGET.

A motion to approve the 2018 Richmond Cemetery Maintenance District Budget was made by Kelly, seconded by Amy and the vote was unanimous.

Yes Vote: Thatcher, Graham, Sadler, Crafts, Gillman

No Vote: None

2018 RICHMOND CEMETERY MAINTENANCE DISTRICT BUDGET

REVENUE

Property Tax	\$65,000
Fee-In-Lieu	3,600
Burial Fee	15,000
Plot Purchase	5,000
Interest Earned	600
Total Revenue	\$89,200

EXPENSE

Wages	\$33,400
Benefits	6,410
Advertising	100
Dues & Subscriptions	100
Office	2,000
Maintenance & Repair	12,361
Utilities	4,000
Gasoline	2,200
Grave Digging	4,000
Auditor	1,500
Bonds & Insurance	2,500
Irrigation Water Dues	1,200
Sundry	750
Equipment	13,679
Capital Improvements	5,000
Total Expense	\$89,200

A motion to approve adjustments to the 2017 Richmond Cemetery Maintenance District Budget was made by Amy, seconded by Paul and the vote was unanimous.

Yes Vote: Thatcher, Graham, Sadler, Crafts, Gillman

No Vote: None

APPROVAL OF WAGES AND STIPENDS FOR 2017 AND 2018.

JUSTIN: Last year Chairman Jeff Young was paid \$200 as a stipend and the other board members were each paid \$50. This is to help cover your costs throughout the year. Four Christmas bonuses were paid to the staff last year. Chris and I were both paid a net amount of \$500 and Yumi and Shane were paid a net amount of \$250 each. The board can decide what they would like to approve for this year.

KEVIN: Were wage increases given last year?

JUSTIN: Yes. Chris received a raise of \$100 a month and I was given a raise of \$50 a month. I would recommend keeping the wages the same and not increasing them for 2018 for Chris and myself.

PAUL: I am fine approving what we did last year with no changes.

KEVIN: Chris and Justin do an excellent job and I would concur with Paul's comment.

JARED: I think the grounds are getting in better shape all the time. The staff is doing a wonderful job. I would concur with Paul and Kevin that we do what was done last year. The grounds are properly mowed, trimmed and look great.

A motion to approve wages for 2018 and stipends for 2017 for the district was made by Jared, seconded by Kelly and the vote was unanimous.

Yes Vote: Thatcher, Graham, Sadler, Crafts, Gillman

No Vote: None

STIPENDS 2017

Kevin Graham	\$200
Paul Thatcher	50
Amy Sadler	50
Kelly Crafts	50
Jared Gillman	50

2017 NET EMPLOYEE CHRISTMAS BONUS

Chris Purser	\$500
Justin Lewis	500
Yumi Collins	250
Shane Lewis	250

2018 WAGES

Chris Purser	\$286.15	(Bi-weekly)
Justin Lewis	150	(Monthly)

BOARD MEMBER AND CHAIRMAN REPORTS

AMY: I did not receive any complaints this year.

JUSTIN: The staff did struggle with watering the grounds this year. There was issues with the irrigation water lateral all year long. The staff did the best they could but there was a period of time the grounds were very dry.

JARED: Do you think those issues will be resolved in the future?

JUSTIN: I don't know. I know Shane and the water master get along well and work together on when the grounds can be watered. When both irrigation lines are turned on it is about 38 sprinklers running at five to ten gallons per minute so it is a lot of water. When the cemetery waters the rest of the users on that lateral do not water and when they are watering the cemetery

is not being watered. I know there were debris and pressure issues throughout the entire year in the lateral.

KEVIN: There is the old steel pipe that runs across the top of the cemetery that is a concern as well.

JUSTIN: That is correct. There were a couple of breaks this year and the repairs required welding the old pipe. We will need to use Jared's expertise in the future to figure out the way to replace this line since it crosses under every single road. We don't want to cut the roads to replace that line if possible. We did have one hose bib that was ruined on the Saturday before Memorial Day. A person backed over the hose bib and as she drove away it caught on her bumper and was jerked out of the ground. The staff was able to repair it but it was a hard repair where the break was under the road.

KEVIN: I am happy with the concrete work that was completed. Harrison Kimball did a good job and was happy to do the project. I talked to Yumi and she is thankful the roof on the maintenance shop was repaired. Last year we talked about relocating the flagpole and possibly installing a bench as part of an Eagle Scout project.

PAUL: I think that would be a good project. The flagpole would be better on the other side of the road. I know some local veterans would like to see some things done as well.

AMY: I have a son needing a project next summer so that might be good for him to do.

KEVIN: I am glad our financial situation is improving each year. Having necessary funds has allowed us to improve the grounds. The new concrete looks good. That area of the grounds has always been an eyesore. It has always just been a pile of mud. I have seen tractors and trucks stuck there. It will be nice to get completed.

JARED: I think there are some other Eagle Scout projects which could be completed on the grounds. I think the hedge in the southeast corner could be trimmed and cleaned up. Possibly install a nice looking vinyl two-rail fence. I think additional signage would be nice as well. Another possible project would be an archway as people enter the grounds. I did one for a cemetery in Idaho where I grew up. I know there are going to be around a half dozen projects needed next year for kids in my area. I am willing to help and oversee these projects as needed. I would also like to discuss the road to the far east in the grounds. It is in terrible condition. Can it be repaired? Are there burial plots in the way of repairing the road?

JUSTIN: That road has been really bad for a long time. Several very large tree roots have ruined the road. None of the staff knows if the tree roots are removed will it kill the trees? That has been our biggest concern. We can easily repair the road but will we have to remove all of the trees? Will they all die is the biggest question.

JARED: I have heard from others that know about that tree variety. They told me if the roots on that specific type of tree are disturbed most likely the tree will die. There are some big roots in that area. I wonder if it would be possible to remove the asphalt and just cover it over with grass. Would this have an adverse effect in that area?

JUSTIN: That is a great idea and I think we should check into it. I also want to mention the city purchased a new miniature excavator last year. Previously backhoes were used to dig the graves. Now the mini excavator is all that is used. With the tracks on the mini excavator as opposed to regular tires there is significantly less damage caused to the area surrounding a burial.

KEVIN: I talked to Richmond City Mayor Jeff Young and he mentioned he had not received any complaints this year.

PAUL: I received a couple of emails this year and if I recall correctly they were mostly positive.

KEVIN: I know there was a concern about people loitering at the grounds after dark.

JUSTIN: The city asked the sheriff's office to patrol the grounds at night and since there has been a police presence in the area I am not aware of any current loitering concerns.

KEVIN: I would like to thank Kelly and Jared for their willingness to serve and join the board. I would like to thank Paul and Amy for continuing to serve on the board.

A motion to adjourn at 7:50 P.M. was made by Kelly, seconded by Jared and the vote was unanimous.

Yes Vote: Thatcher, Graham, Sadler, Crafts, Gillman

No Vote: None

RICHMOND CEMETERY MAINTENANCE DISTRICT

Justin B. Lewis, Recorder

RICHMOND CEMETERY MAINTENANCE DISTRICT MEETING
6 West Main
Richmond, Utah 84333

AGENDA

Public Notice is given that the Richmond Cemetery Maintenance District will meet in a regularly scheduled meeting at 6 West Main, Richmond, Utah on Tuesday, December 12, 2017. The meeting will begin at 7:00 P.M.

Welcome and Opening Ceremonies by Paul Thatcher

1. Approval of the minutes from the December 6, 2016 board meeting.
2. Discussion, review and approval of cemetery district fees.
3. Financial Review
4. Public Hearing, no sooner than 7:15 P.M., on the budget for the calendar year periods of 2017 and 2018.
5. Discussion and approval of the 2018 budget and adjustments to the 2017 budget.
6. Approval of Wages and Stipends for 2017 and 2018.
7. Board Member Reports
8. Chairman Report

Adjournment