

TOWNSHIP #2 CEMETERY DISTRICT REGULAR MEETING  
LOCATION – Cemetery Office, 500 S. Church Street, Lone CA 95640  
Thursday, October 12, 2023 – 3:00 PM

**AGENDA**

A. CALL TO ORDER

B. ROLL CALL

Pamela Bennetts, Chairman  
Don Smith, Vice Chairman  
Larry Slayton, Secretary  
Tom Reed, Treasurer  
Laurie Lockhart, Director

Staff present:

C. PUBLIC PRESENT:

D. PUBLIC COMMENT: EACH SPEAKER IS LIMITED TO 5 MINUTES

*NOTE: This is the time for members of the public who wish to be heard on matters that do not appear on the Agenda. Persons may address the Board at this time on any subject within the jurisdiction of the Township #2 Cemetery District. Public comment is limited to 5 minutes per person.*

**Is there any person who wishes to address the board at this time?**

E. MINUTES of the September 14, 2023 regular meeting

F. FINANCIAL REPORT

G. OFFICE MANAGER'S REPORT

H. GROUNDS MANAGER'S REPORT

*Notice to the public: The public may comment on any agenda item before a vote. Limited to 5 minutes per person I.*

I. UNFINISHED BUSINESS

1. Discussion on cemetery tours – hire short-term to develop stories and tours.
2. GSRMA Board Elections
3. Discussion on Lone Memorial District contract

J. NEW BUSINESS

1. Discussion on cemetery tours – hire short-term to develop stories and tours

K. CLOSED SESSION

1. Review of October pay adjustment per employment agreement (Office Manager)

L. ADJOURNMENT

REGULAR TOWNSHIP #2 CEMETERY DISTRICT MEETING  
LOCATION – Cemetery Office, 500 S. Church Street, Lone CA 95640  
Thursday, September 14, 2023 – 3:00 PM

**MINUTES**

- A. CALLED TO ORDER at 3:00 pm
- B. ROLL CALL
1.  Pamela Bennetts, Chairperson
  2.  Don Smith, Vice Chair
  3.  Tom Reed, Treasurer
  4.  Larry Slayton, Secretary
  5.  Laurie Lockhart, Director
- Staff present:  Paul Muschetto  Megan Buchanan
- C. PUBLIC PRESENT: Crystal LaBarre
- D. PUBLIC COMMENT: Board thank you to Crystal LaBarre for her service to the District.
- E. MINUTES of the 8/10/2023 regular meeting  
Motion by Laurie Lockhart to accept minutes of 8/10/2023 meeting; 2nd by Don Smith;  
5 Ayes 0 Noes
- F. FINANCIAL REPORT
1. Expenditures 8/25/2023 \$17,069.61
  2. General Account Balance 8/30/2023 \$194,813.04
  3. Endowment Fund Balance 8/30/2023 \$69,167.18
  4. Special Project Reserve Account 8/30/2023 \$191,068.53
  5. Revenue 8/30/2023 \$9,246.25
- Motion to accept Financial Report by Larry Slayton; Second by Don Smith; Ayes 5 Noes 0
- G. OFFICE MANAGER'S REPORT
1. **Plot Sales: 4** – 2 Columbarium Niches, 0 Cremains on Open Existing Plot, 0 Cremains & 0 casket on Family Plot, 2 Casket Plot, 0 Natural Plot, 0 Mausoleum
  2. **Burials for month: 2**
    - a. 1 Casket – Chang Kou Yang (C-5-3)
    - b. 1 Cremains – Elizabeth Francisco (2-7-5A)
    - c. 0 Natural Burial
  3. Phorid Fly Problem in Mausoleum (Coffin Flies) is not entirely gone but has been significantly reduced since Clark Pest Control sprayed last month.
  4. Fire Chief Ken Mackey visited the office to make sure that the Fire Department had the correct keys for the building in their lock box outside, as well as to test fire sprinklers/alarm. He confirmed that everything is in working order.
  5. Received a notice from the Amador Water Agency that we needed to have the backflow prevention device tested. Called Nick Tamantini with Gold Country Backflow and he said that he would test the device over the weekend and submit results directly to the Water Agency.
- H. GROUNDS MANAGER'S REPORT
1. Repair water leak; repair golf cart. Request permission to purchase clean top soil to repair grave sites on main lawn. Permission granted.
- I. UNFINISHED BUSINESS:
1. Signage in front of cemetery entrance is complete.
  2. Report on pavilion design. Updated information presented.
  3. Surveyor markers approved for marking unmarked graves.
  4. Purchasing and Bidding: A.1.a.b.c.: Changes may be made as presented  
Motion by Tom Reed, second by Larry Slayton. 5 Ayes 0 Noes
- J. NEW BUSINESS:
1. Discussion on cemetery tours – (further study)
  2. Board to be paid for special meetings  
Motion by Tom Reed; 2nd by Laurie Lockhart; 5 Ayes 0 Noes
  3. Continued discussion on Memorial District contract.
- K. Closed Session: Review of employee cost of living adjustment (Grounds Manager)
- L. Open Session: Action to adjust employee's cost of living: Board approve a retroactive COLA increase for Paul Muschetto for the time period of September 1, 2022 to August 30, 2023  
Motion by Tom Reed; 2nd by Don Smith; 5 Ayes 0 Noes

M. ADJOURNMENT: Time 4:55pm.

Motion by Tom Reed; Second by Laurie Lockhart; Ayes 5 Noes 0

Submitted by Township #2 Cemetery Secretary, Donald Larry Slayton