

TOWNSHIP #2 CEMETERY DISTRICT REGULAR MEETING
LOCATION – Cemetery Office, 500 S. Church Street, Lone CA 95640
Thursday, October 13, 2022 – 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 8, 2022 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 & possible action on policy requirements for concrete work in Allen Hill and Historic part of cemetery.
2. Discuss updates & possible action on new "Cemetery Sign" out by the road.
3. Discuss updates on new proposed Columbarium and surrounding areas.

J. NEW BUSINESS - None

K. ADJOURNMENT

REGULAR TOWNSHIP #2 CEMETERY DISTRICT MEETING
LOCATION – Cemetery Office, 500 S. Church Street, Lone CA 95640
Thursday, September 8, 2022 – 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 [Excused]
- Staff present: Paul Muschetto Crystal LaBarre
- C. PUBLIC PRESENT: 1
- D. PUBLIC COMMENT: None
- E. MINUTES of the 8/11/2022 regular meeting
Motion by Larry Slayton to accept minutes of 8/11/2022 meeting; 2nd by Don Smith;
4 Ayes 0 Noes
- F. FINANCIAL REPORT
1. Expenditures 8/26/2022 \$6,341.69
 2. General Account Balance 8/24/2022 \$156,787.90
 3. Endowment Fund Balance 8/24/2022 \$64,799.62
 4. Special Project Reserve Account 8/24/2022 \$147,242.99
- Motion by Tom Reed to transfer \$40,000 from General Fund Account to Project; second by Don Smith; Ayes 4 Noes 0
- Motion to accept Financial Report with corrections by Larry Slayton; Second by Don Smith;
Ayes 4 Noes 0
- G. OFFICE MANAGER'S REPORT
1. **Plot Sales: 2** – 0 Columbarium Niches, 2 Cremains on Existing Plot, 0 Cremains on Lawn Plot, 0 Casket Plot, 0 Natural Plot,
 2. **Burials for month: 2**– 0 Casket, 2 Cremains, 0 Natural Burial
 3. Modified some of the décor in the office with framed art and cohesive faux plants and flowers.
 4. Purchased new urn vaults that save the cemetery money. The cost of the previous urn vaults were more expensive than we were charging. These are smaller but more efficient.
 5. Took a count on CAPC calendars to order.
- H. GROUNDS MANAGER'S REPORT –
1. Picked up ½ yard of top soil to hit the bare spots on the lawn with seed and soil. Everything else is good.
- I. UNFINISHED BUSINESS:
1. Discussion & possible action on policy requirements for concrete work in Allen Hill and Historic part of cemetery. Postponed until October meeting.
 2. Discussed new "Cemetery Sign" out by the road. Thoughts to move location of sign to dirt area at the front entrance. It's deep enough to get a vehicle past. No information on sign company. No bid progress.
 3. No updates on proposed Columbarium and surrounding areas.
- J. NEW BUSINESS – None
- K. ADJOURNMENT: Time 3:20pm
Motion by Don Smith; Second by Tom Reed; Ayes 4 Noes 0

Submitted by Township #2 Cemetery Secretary, Donald Larry Slayton

DATE	Acct #	Account	Company/Individual	Purpose	Expense	Acct Total
8/24/22	50100	Salary	Actual		\$3,275.00	\$ 3,275.00
8/24/22	50310	FICA	Actual		\$250.53	\$ 250.53
	50400	Group Ins				\$ -
	50500	Worker's comp				\$ -
	50600	Unemployment				\$ -
	51000	Agri & Landscape				
	51000	Agri & Landscape				
	51000	Agri & Landscape				
	51000	Agri & Landscape				\$ -
	51110	Clothing & Pers Supp				
	51110	Clothing & Pers Supp				
	51110	Clothing & Pers Supp				\$ -
	51500	Insurance & Bonds				
	51500	Insurance & Bonds				\$ -
7/15/22	51700	Main & Equip	Ione Ace Hardware	Oil for equipment	\$10.34	
7/15/22	51700	Main & Equip	Twncshp#2	Chevron gas	\$32.92	
	51700	Main & Equip				
	51700	Main & Equip				\$ 43.26
7/1/22	51800	Main-Bldgs/Improv	Carrot Top Industries	Flag	\$87.03	
7/15/22	51800	Main-Bldgs/Improv	Ione Ace Hardware	Tape for signs	\$8.18	
	51800	Main-Bldgs/Improv				\$ 95.21
7/7/22	52200	Office Supplies	Petty Cash	Ione Market: water	\$1.35	
7/15/22	52200	Office Supplies	Twncshp#2	Brochure holders	\$53.86	
7/15/22	52200	Office Supplies	Twncshp#2	Amazon: sign holders	\$25.83	
	52200	Office Supplies				\$ 81.04
7/7/22	52300	Prof & Spec Serv	C&P Tax	Payroll	\$55.00	
7/15/22	52300	Prof & Spec Serv	OM Stone	Clark & Richmond	\$375.00	\$ 430.00
	52328	Audits				\$ -
8/25/22	52364	Conferences	Reimbursement	Training refund	-\$40.00	\$ (40.00)
	52400	Pub/Legal Notices				\$ -
7/15/22	52483	Stipends*	A/B/R/SI/Sm	Board stipends	\$525.00	\$ 525.00
	52500	Rents, Leases, Equip				\$ -
7/15/22	52700	Minor Equip	Etsy	Steel & Wood Table	\$279.07	
	52700	Minor Equip				\$ 279.07
	52800	Spec Dept Exp				\$ -
	53000	Utilities	Ooma Phone Service			
	53000	Utilities	Refund	Unexplained by auditor office		
7/22/22	53000	Utilities	Ooma Phone Service	Phone	\$27.43	
7/22/22	53000	Utilities	Amador Water Agency	Raw Water (006405-001)	\$327.95	
7/15/22	53000	Utilities	Aces Waste Serv	Trash pickup	\$43.97	
07/22/22	53000	Utilities	Amador Water Agency	05-1080000-1	\$59.52	
	53000	Utilities	Ooma Phone Service	Phone		
7/7/2022	53000	Utilities	AT&T	Internet	\$42.80	
7/22/2022	53000	Utilities	Pinnacle Alarm	Quarterly	\$75.00	
7/1/2022	53000	Utilities	PG&E	Elec	\$79.61	\$ 656.28
7/1/2022	56110	Bldgs & Improv	Dave Bunfill Blacktop Ser	Asphalt front entrance	\$1,000.00	
	56110	Bldgs & Improv				
	56110	Bldgs & Improv				\$ 1,000.00
	56180	Cap Improv Maj Proj				
	56180	Cap Improv Maj Proj				
	56180	Cap Improv Maj Proj				
	56180	Cap Improv Maj Proj				
	56180	Cap Improv Maj Proj				
	56180	Cap Improv Maj Proj				\$ -
	56200	Equipment				
				TOTAL	\$6,595.39	\$ -
						\$ 6,595.39

*B=Benetts L=Lockhart R=Reed SI=Slayton Sm-Smith

Section 8 (Allen Hill/Family Plots)

1. All burial plots shall be enclosed in concrete walled areas, the locations of which shall be specified by cemetery officials. The minimum area of a 2-person section shall be 10' x 10' as measured from the outside of the walls. An additional 5' shall be added to the width for every additional plot included in the burial section.

2. Concrete walled burial areas shall conform to the following specifications:

a. No wall shall be taller than 4' (four feet) from the top of the compacted soil, including any concrete decorative items on top of the walls.

b. All 4 walls shall be 6" (six inches) thick and be constructed as a single pour along with the footings.

c. Footings shall be at least 18" (eighteen inches) deep. The toe shall extend 15" (fifteen inches) from the upright wall and the heel shall extend 11" (eleven inches).

d. Rebar (#4 or ½" dia.) shall be used in the footings as well as the walls, with upright rebar sections spaced no more than 12" apart and connected both with top horizontal sections and horizontal sections in the footings.

A schematic drawing has been included in Appendix H to aid in understanding the above description.

