TOWNSHIP #2 CEMETERY DISTRICT REGULAR MEETING
LOCATION – Cemetery Office, 500 S. Church Street, Ione CA 95640
Thursday, October 21, 2021 – 3:00 PM

AGENDA

A. CALL TO ORDER

B. ROLL CALL

Don Smith, Chairman
Pamela Bennetts, Vice Chairman
Larry Slayton, Secretary
Tom Reed, Treasurer
Judy Allen, 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 9, 2021 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. UNFINISHED BUSINESS – N/A

J. NEW BUSINESS

1. Burying a body without casket but in a liner. Discussion

K. ADJOURNMENT

REGULAR TOWNSHIP #2 CEMETERY DISTRICT MEETING
LOCATION – Cemetery Office, 500 S. Church Street, Ione CA 95640
Thursday, September 9, 2021 – 3:00 PM

MINUTES

A. CALLED TO ORDER at 3:00 pm
B. ROLL CALL
   1. ☒ Don Smith
   2. ☐ Judy Allen [Absent]
   3. ☒ Larry Slayton
   4. ☒ Tom Reed
   5. ☒ Pamela Bennetts

   Staff present: ☒ Rich Curran ☒ Crystal LaBarre
C. PUBLIC PRESENT: Alice Slayton, Cameron Bregman
D. PUBLIC COMMENT: Cameron Bregman questions water costs.
E. MINUTES of the 7/08/2021 and 8/12/21 regular meetings
   1. Motion by Tom Reed to accept minutes for 7/08/2021 and 8/12/2021; 2nd by Pamela Bennetts; 4 Ayes 0 Noes
F. FINANCIAL REPORT
   1. Expenditures 8/20/2021- $5,252.73 - 7/22/2021 $4,820.91
   2. General Account Balance 8/26/2021 $184,365.21
   3. Endowment Fund Balance 8/3/2021 $62,711.02
   4. Special Project Reserve Account 8/3/2021 $64,907.83

   Motion to accept the financial report by Larry Slayton; second by Pamela Bennetts;
   Ayes 4 Noes 0
G. OFFICE MANAGER'S REPORT
   1. **Plot Sales: 2 -** 1(Double)Columbarium Niches, 0 Cremains on Existing Plot, 0 Cremains on Lawn Plot, 1 Natural Plot,
   2. **Burials for month: 3 –** 1 Casket, 1 Cremains (Columbarium), 1 Natural Burial
   3. Question on burying a body without casket but in liner? Board says need more research, add to agenda.
   4. Board Secretary Clerk Conference – October 25-27, no one attending this year
   5. Email regarding mailbox being 98% full. Check with IT guys
   6. Will miss next board meeting. Tom Reed will also be gone.
H. GROUNDS MANAGER'S REPORT –
   1. New Banners installed.
I. UNFINISHED BUSINESS:
   1. Motion by Tom Reed to adopt changes to Township #2 Board Policy Handbook:
      X-A-iii-1; X-A-iii-2; X-A-iii-3; X-A-iii-4 (Remove "Niche" from the opening and closing fee); X-A-iii-5; X-A-iii.6
      X-A-vi-2; X-A-vi-3; X-A-vi-4; X-A-vi-8-a; X-A-vi-8-b;
      Appendix D; Appendix E; Appendix F; Appendix G

      Second by Pamela Bennetts, Ayes 4 Noes 0
J. NEW BUSINESS
   1. Committee interviewed new applicants for Grounds Manager position. Four applicants, one canceled. Three were presented to the board with their report. Motion by Pamela Bennetts that the board offer the position to Paul V. Muschetto. Second by Tom Reed; Ayes 4 Noes 0
   2. Motion by Tom Reed to transfer $80,000 from the General Account to Project Reserve Account Second by Don Smith; Ayes 4 Noes 0
K. Closed Session
   1. Discussion on pay raise for staff
L. Open Session
   1. Motion by Tom Reed to offer Office Manager a pay raise that begins October 01, 2021 at the rate of $20 per hour. Second by Pamela Bennetts; Ayes 4 Noes 0
   2. Motion by Tom Reed that Grounds Manager salary be set at $15.45 per hour the first six months from start date 09/15/2021. Second by Pamela Bennetts; Ayes 4 Noes 0
M. ADJOURNMENT

Motion by Tom Reed to adjourn 4:21pm; 2nd by Pamela Bennetts Ayes 4 Noes 0

Submitted by Township #2 Cemetery Secretary, Donald Larry Slayton

FINANCIAL REPORT

Balance Sheet Fiscal Year 2021-2022										
JULY-DEC			91.67%	83.33%	75%	66.67%	58.33%	50%		
Acct #	Account	Budget	Jul	Aug	Sep	Oct	Nov	Dec	Balance Jul-Dec	Remain Budg
50100	Salary	$ 35,000.00	$ 2,576.29	$ 2,251.84	$ 2,250.00	$ -	$ -	$ -	$ 27,921.87	79.78%
50310	FICA	$ 2,700.00	$ 197.09	$ 172.27	$ 175.00	$ -	$ -	$ -	$ 2,155.64	79.84%
50400	Group Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
50500	Worker's comp	$ 1,950.00	$ -	$ -	$ 1,628.00	$ -	$ -	$ -	$ 322.00	16.51%
50600	Unemployment	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
	Total Employee Exp	$ 39,650.00	$ 2,773.38	$ 2,424.11	$ 4,053.00	$ -	$ -	$ -	$ 30,399.51	76.67%
51000	Agricultural/Landscaping	$ 7,000.00	$ -	$ 89.00	$ 89.00	$ -	$ -	$ -	$ 6,822.00	97.46%
51110	Clothing & Per Supp	$ 250.00	$ -	$ 18.95	$ -	$ -	$ -	$ -	$ 231.05	92.42%
51500	Ins	$ 3,700.00	$ -	$ -	$ 2,104.00	$ -	$ -	$ -	$ 1,596.00	43.14%
51700	Main: Equip	$ 1,500.00	$ 63.75	$ 299.59	$ 25.98	$ -	$ -	$ -	$ 1,110.68	74.05%
51800	Main: Bldgs/Improv	$ 1,200.00	$ 59.08	$ 225.26	$ 56.51	$ -	$ -	$ -	$ 859.15	71.60%
52200	Office Supp	$ 1,800.00	$ 265.74	$ 224.20	$ 50.53	$ -	$ -	$ -	$ 1,259.53	69.97%
52300	Prof & Spec Serv	$ 12,000.00	$ 55.00	$ 425.00	$ 167.66	$ -	$ -	$ -	$ 11,352.34	94.60%
52328	Audits	$ 6,250.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 6,250.00	100.00%
52364	Conferences	$ 2,400.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,400.00	100.00%
52400	Publications/Legal Notices	$ 750.00	$ -	$ 8.60	$ 75.79	$ -	$ -	$ -	$ 665.61	88.75%
52483	Stipends	$ 6,000.00	$ 500.00	$ 500.00	$ 400.00	$ -	$ -	$ -	$ 4,600.00	76.67%
52500	Rents, Leases, Equip	$ 500.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 500.00	100.00%
52700	Minor Equip	$ 1,500.00	$ 181.44	$ -	$ 607.01	$ -	$ -	$ -	$ 711.55	47.44%
52800	Spec Depart Exp	$ 500.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 500.00	100.00%
53000	Utilities	$ 6,500.00	$ 922.52	$ 485.63	$ 863.79	$ -	$ -	$ -	$ 4,228.06	65.05%
	Total Serv/Supp	$ 51,850.00	$ 2,047.53	$ 2,276.23	$ 4,440.27	$ -	$ -	$ -	$ 43,085.97	83.10%
56110	Bldgs & Improv	$ 1,500.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,500.00	100.00%
56180	Capital Improv Maj Proj	$ 16,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 16,000.00	100.00%
56200	Equip	$ 1,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,000.00	100.00%
	Total Fixed Assets	$ 18,500.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 18,500.00	100.00%
	TOTAL ALL CAT.	$ 110,000.00	$ 4,820.91	$ 4,700.34	$ 8,493.27	$ -	$ -	$ -	$ 91,985.48	83.62%

	BALANCES			REVENUE			
AS OF	GEN ACCT	Endow	added since previous balance			Total Revenue	Proj Reserve
8/26/2021	$ 184,365.21	$ 62,711.02	Int $366.19; IVMD $400; Misc $300			$ 1,066.19	$ 64,907.83
9/27/2021	$ 182,350.15	$ 63,226.02					$ 65,577.83
					TOTAL	$ 1,066.19	$ 64,907.83

Date Recorded	Acct #	Account	Company/Individual	Purpose	Expense	Acct Total
9/27/21	50100	Salary	Actual	Salaries	$ 2,251.84	**$ 2,251.84**
9/27/21	50310	FICA	Actual	FICA	$ 172.27	**$ 172.27**
	50400	Group Ins				**$ -**
	50500	Worker's comp				**$ -**
	50600	Unemployment				**$ -**
8/5/21	51000	Agri & Landscape	Clark Pest Control	Spray for bugs	$ 89.00	
	51000	Agri & Landscape				
	51000	Agri & Landscape				
	51000	Agri & Landscape				**$ 89.00**
8/13/21	51110	Clothing & Pers Supp	Ione Ace Hardware	Protector hearing headset & pods	$ 18.95	**$ 18.95**
	51500	Insurance & Bonds				
	51500	Insurance & Bonds				**$ -**
8/13/21	51700	Main & Equp	Guy's Saw Center	Repairs and labor Toro Riding Mower	$ 575.38	
8/13/21	51700	Main & Equp	Ione Ace Hardware	Fasteners for mower	$ 1.98	
8/20/21	51700	Main & Equp	Twnshp#2 Reimbursement	Chevron, gas for truck	$ 29.00	
*	51700	Main & Equp	Refund	Blower chute assembly not delivered	$ (306.77)	**$ 299.59**
8/13/21	51800	Main-Bldgs/Improv	Merzlak Signs	Two Entrance Signs	$ 96.98	
8/20/21	51800	Main-Bldgs/Improv	Meek's Lumber	2 sign posts	$ 50.85	
8/13/21	51800	Main-Bldgs/Improv	Ione Ace Hardware	Parts repair water line	$ 42.62	
8/3/21	51800	Main-Bldgs/Improv	Quill	Toilet paper dispenser	$ 34.81	**$ 225.26**
8/13/21	52200	Office Supplies	Quill	Bath tissue pop up notes, pens, toner	$ 221.20	
8/20/21	52200	Office Supplies	Petty Cash: Ione Markeet	Water dispenser & water	$ 3.00	
	52200	Office Supplies				
	52200	Office Supplies				**$ 224.20**
8/5/21	52300	Prof & Spec Serv	Tim Voss Plumbing	Back flow test	$ 35.00	
8/5/21	52300	Prof & Spec Serv	OM Stone	Engraving (Fox, Adams)	$ 390.00	
	52300	Prof & Spec Serv				
	52300	Prof & Spec Serv				**$ 425.00**
	52328	Audits				**$ -**
8/20/21	52400	Pub/Legal Notices	Ledger Dispatch	Help Wanted; grounds manager	$ 8.60	**$ 8.60**
8/13/21	52483	Stipends*	A/B/R/Sl/Sm		$ 500.00	**$ 500.00**
	52500	Rents, Leases, Equip				**$ -**
	52700	Minor Equip				
	52700	Minor Equip				**$ -**
	52800	Spec Dept Exp				**$ -**
8/13/21	53000	Utilities	Amador Water Agency	Raw Water (006405-001)	$ 156.06	
	53000	Utilities	Petty Cash: Aces	Dump run		
8/13/21	53000	Utilities	Aces Waste Serv	Trash pickup	$ 43.97	
08/20/21	53000	Utilities	Amador Water Agency	05-1080000-1	$ 42.07	
*	53000	Utilities	Twnshp#2 Reimbursement	Ooma: Phone service	$ 27.28	
8/5/2021	53000	Utilities	AT&T	Internet	$ 42.80	
	53000	Utilities	Pinnacle Alarm	Quarterly		
	53000	Utilities	Refund	ATT		
8/5/2021	53000	Utilities	PG&E	Elec	$ 173.45	**$ 485.63**
	56110	Bldgs & Improv				
	56110	Bldgs & Improv				
	56110	Bldgs & Improv				**$ -**
	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	**$ 4,700.34**	**$ 4,700.34**
		*A=Allen B=Benetts R=Reed Sl=Slayton Sm-Smith				

Date Recorded	Acct #	Account	Company/Individual	Purpose	Expense	Acct Total
	50100	Salary	Estimate	Salaries	$ 2,250.00	**$ 2,250.00**
	50310	FICA	Estimate	FICA	$ 175.00	**$ 175.00**
	50400	Group Ins				**$ -**
9/3/21	50500	Worker's comp	Golden State Risk Management Au	Annual assessment	$ 1,628.00	**$ 1,628.00**
	50600	Unemployment				**$ -**
	51000	Agri & Landscape	Clark Pest Control	Spray for weeds		
9/24/21	51000	Agri & Landscape	Clark Pest Control	Spray for bugs	$ 89.00	
	51000	Agri & Landscape				**$ 89.00**
	51110	Clothing & Pers Supp	Twnshp#2 Reimbursement	Ione Plaza Market water		**$ -**
9/3/21	51500	Insurance & Bonds	Golden State Risk Management Au	Gen Liability, Prop, Crime/bond, Auto,	$ 2,104.00	
	51500	Insurance & Bonds				**$ 2,104.00**
9/10/21	51700	Main & Equp	Twnshp#2 Reimbursement	Chevron gasoline	$ 25.98	
	51700	Main & Equp				**$ 25.98**
9/17/2021	51800	Main-Bldgs/Improv	Ione Ace Hardware		$ 56.51	
	51800	Main-Bldgs/Improv				**$ 56.51**
9/3/21	52200	Office Supplies	Twnshp#2 Reimbursement	Ione Plaza Market water	$ 10.38	
9/15/21	52200	Office Supplies	Quill	Tissue, dish soap, paper cups, calenda	$ 40.15	
	52200	Office Supplies				
	52200	Office Supplies				**$ 50.53**
9/10/21	52300	Prof & Spec Serv				
9/10/21	52300	Prof & Spec Serv	C&P Tax Serv	Payroll	$ 110.00	
9/17/21	52300	Prof & Spec Serv	Sierra Foothill Fire Extinguisher Se	Maintenance	$ 57.66	
	52300	Prof & Spec Serv				
	52300	Prof & Spec Serv				**$ 167.66**
	52328	Audits				**$ -**
9/24/21	52364	Conferences	Twnshp#2 Reimbursement	Seminar Visalia Region 9	$ 158.78	**$ 158.78**
9/3/21	52400	Pub/Legal Notices	Twnshp#2 Reimbursement	Banners on the Cheap, 2 banners	$ 75.79	**$ 75.79**
9/10/21	52400	Pub/Legal Notices	Ledger Dispatch	Advertising	$ 8.60	**$ 8.60**
9/10/21	52483	Stipends*	B/R/Sl/Sm		$ 400.00	**$ 400.00**
	52500	Rents, Leases, Equip				**$ -**
9/10/21	52700	Minor Equip	Crescent Memorial	12 Maussoleum Trays	$ 607.01	
	52700	Minor Equip				**$ 607.01**
	52800	Spec Dept Exp				**$ -**
9/17/21	53000	Utilities	Amador Water Agency	Raw Water 006405-001	$ 677.82	
9/24/21	53000	Utilities	Amador Water Agency	Service & Debt Serv	$ 47.40	
9/17/21	53000	Utilities	Aces Waste Serv	Trash pickup	$ 43.97	
9/24/2021	53000	Utilities	Ooma	Phone	$ 51.80	
9/10/2021	53000	Utilities	AT&T (Twnshp2 Reimburse)	Internet	$ 42.80	
	53000	Utilities	Pinnacle Alarm	Quarterly		
	53000	Utilities	PG&E	Elec		**$ 863.79**
	56110	Bldgs & Improv				
	56110	Bldgs & Improv				
	56110	Bldgs & Improv				**$ -**
	56180	Cap Improv Maj Proj				
	56180	Cap Improv Maj Proj				
	56180	Cap Improv Maj Proj				**$ -**
	56200	Equipment				**$ -**
				TOTAL	**$ 8,660.65**	**$ 8,660.65**
		*A=Allen B=Bennets R=Reed Sl=Slayton Sm-Smith				