TOWNSHIP #2 CEMETERY DISTRICT REGULAR MEETING
LOCATION – Cemetery Office, 500 S. Church Street, Ione CA 95640
Thursday, November 10, 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 October 13, 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. Discuss updates & possible action on new "Cemetery Sign" out by the road.

2. Discuss updates on new proposed Columbarium and surrounding areas.

J. NEW BUSINESS
1. Discussion and possible action on finishing the concrete curbing in Allen Hill (Section 8) for a 2 plot section, 4 plot section, or both.

K. ADJOURNMENT

REGULAR TOWNSHIP #2 CEMETERY DISTRICT MEETING
LOCATION – Cemetery Office, 500 S. Church Street, Ione CA 95640
Thursday, October 13, 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 9/8/2022 regular meeting

   Motion by Don Smith to accept minutes of 9/8/2022 meeting; 2nd by Pamela Bennetts; 3 Ayes 0 Noes
F. FINANCIAL REPORT
   1. Expenditures 9/28/2022 $6,712.31
   2. General Account Balance 9/23/2022 $153,596.53
   3. Endowment Fund Balance 9/23/2022 $65,115.87
   4. Special Project Reserve Account 9/23/2022 $146,987.99

   Motion to accept Financial Report with corrections by Don Smith; Second by Larry Slayton; Ayes 3 Noes 0
G. OFFICE MANAGER'S REPORT
   1. **Plot Sales: 2 –** 0 Columbarium Niches, 1 Cremains on Existing Plot, 0 Cremains on Lawn Plot, 1 Casket Plot, 0 Natural Plot,
   2. **Burials for month: 2–** 2 Casket, 0 Cremains, 0 Natural Burial
   3. Pete Misuraca has started the install of cameras on office and TV in office.
   4. HVAC was fixed by Comfort Solutions and now works efficiently.
   5. Transferred $40,000 from General Fund to Project Fund per last board vote.
   6. Rodents in memory garden. Paul is trying different methods to deter.
H. GROUNDS MANAGER'S REPORT – None
I. UNFINISHED BUSINESS:
   1. Motion to accept policy requirements for concrete work in section 8 (Allen Hill/Family Plots) by Larry Slayton; Second by Don Smith; Ayes 3 Noes 0

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.

   2. No updates on Cemetery Sign
   3. No updates on proposed Columbarium and surrounding areas.
J. NEW BUSINESS – None

K. ADJOURNMENT: Time 3:40pm

Motion by Don Smith; Second by Larry Slayton; Ayes 3 Noes 0

Submitted by Township #2 Cemetery Secretary, Donald Larry Slayton

FINANCIAL REPORT

Balance Sheet Fiscal Year 2022-2023

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	$ 40,000.00	$ 3,275.00	$ 3,080.00	$ 3,505.00	$ 3,500.00	$ -	$ -	$ 26,640.00	66.60%
50310	FICA	$ 2,480.00	$ 250.53	$ 235.62	$ 268.14	$ 270.00	$ -	$ -	$ 1,455.71	58.70%
50400	Group Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
50500	Worker's comp	$ 1,950.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,950.00	100.00%
50600	Unemployment	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
	Total Employee Exp	**$ 44,430.00**	**$ 3,525.53**	**$ 3,315.62**	**$ 3,773.14**	**$ 3,770.00**	**$ -**	**$ -**	**$ 30,045.71**	**67.62%**
51000	Agricultural/Landscaping	$ 6,000.00	$ -	$ 1,299.80	$ 188.00	$ 89.58	$ -	$ -	$ 4,422.62	73.71%
51110	Clothing & Per Supp	$ 250.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 250.00	100.00%
51500	Ins	$ 3,700.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,700.00	100.00%
51700	Main: Equip	$ 1,000.00	$ 43.26	$ 75.37	$ 117.03	$ 61.84	$ -	$ -	$ 702.50	70.25%
51800	Main: Bldgs/Improv	$ 1,200.00	$ 95.21	$ -	$ -	$ 17.43	$ -	$ -	$ 1,087.36	90.61%
52200	Office Supp	$ 1,800.00	$ 81.04	$ 588.26	$ 128.20	$ 186.88	$ -	$ -	$ 815.62	45.31%
52300	Prof & Spec Serv	$ 10,000.00	$ 430.00	$ 310.00	$ 55.00	$ 853.00	$ -	$ -	$ 8,352.00	83.52%
52328	Audits	$ 6,500.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 6,500.00	100.00%
52364	Conferences	$ 1,200.00	$ (40.00)	$ -	$ -	$ 352.90	$ -	$ -	$ 887.10	73.93%
52400	Publications/Legal Notices	$ 750.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 750.00	100.00%
52483	Stipends	$ 6,000.00	$ 525.00	$ 315.00	$ 420.00	$ 315.00	$ -	$ -	$ 4,425.00	73.75%
52500	Rents, Leases, Equip	$ 500.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 500.00	100.00%
52700	Minor Equip	$ 1,500.00	$ 279.07	$ -	$ 260.00	$ 56.11	$ -	$ -	$ 904.82	60.32%
52800	Spec Depart Exp	$ 500.00	$ -	$ -	$ -	$ 1.25	$ -	$ -	$ 498.75	99.75%
53000	Utilities	$ 7,000.00	$ 656.28	$ 808.26	$ 1,110.02	$ 988.57	$ -	$ -	$ 3,436.87	49.10%
	Total Serv/Supp	**$ 47,900.00**	**$ 2,069.86**	**$ 3,396.69**	**$ 2,278.25**	**$ 2,922.56**	**$ -**	**$ -**	**$ 37,232.64**	**77.73%**
56110	Bldgs & Improv	$ 1,500.00	$ 1,000.00	$ -	$ -	$ -	$ -	$ -	$ 500.00	33.33%
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	$ 1,000.00	$ -	$ -	$ -	$ -	$ -	$ 17,500.00	94.59%
	TOTAL ALL CAT.	**$ 110,830.00**	**$ 6,595.39**	**$ 6,712.31**	**$ 6,051.39**	**$ 6,692.56**	**$ -**	**$ -**	**$ 84,778.35**	**76.49%**

	BALANCES			REVENUE		
AS OF	GEN ACCT/Endow		added since previous balance		Total Revenue	Proj Reserve
8/24/2022	$ 156,787.90	$ 64,799.62	Int $165.73;Misc $710		$ 875.73	$ 147,242.99
9/23/2022	$ 153,596.53	$ 65,115.87	Misc$1470; IVMD $800		$ 2,270.00	$ 146,987.99
10/26/2022	$ 111,400.64	$ 65,490.87	IVMD$400;Misc $3150		$ 3,550.00	$ 186,987.99
				TOTAL	$ 6,695.73	$ 186,987.99

Date Recorded	Acct #	Account	Company/Individual	Purpose	Expense	Acct Total
10/26/22	50100	Salary	Actual	Salaries	$ 3,505.00	**$ 3,505.00**
10/26/22	50310	FICA	Actual	FICA	$ 268.14	**$ 268.14**
	50400	Group Ins				$ -
	50500	Worker's comp	Golden State Risk	Annual		$ -
	50600	Unemployment				$ -
9/2/22	51000	Agri & Landscape	Clark Pest Control	Spray for bugs	$ 94.00	
9/16/22	51000	Agri & Landscape	Clark Pest Control	Spray for bugs	$ 94.00	
	51000	Agri & Landscape				
	51000	Agri & Landscape				**$ 188.00**
	51110	Clothing & Pers Supp	Twnshp#2 Reimbursement	Ione Plaza Market water		$ -
	51500	Insurance & Bonds	Golden State Risk	Insurance		
	51500	Insurance & Bonds				$ -
9/9/22	51700	Main & Equp	Ione Ace Hardware	2 weedeater heads	$ 60.32	
9/9/22	51700	Main & Equp	Twnshp#2 Reimbursement	Chevron gasoline	$ 27.39	
9/23/22	51700	Main & Equp	Twnshp#2 Reimbursement	Chevron gasoline	$ 29.32	
	51700	Main & Equp				**$ 117.03**
	51800	Main-Bldgs/Improv				
	51800	Main-Bldgs/Improv				
	51800	Main-Bldgs/Improv				$ -
9/2/22	52200	Office Supplies	Twnshp#2 Reimbursement	Office Décor, faux plants, flower arran	$ 80.81	
9/16/22	52200	Office Supplies	Quill	Paper towels, bindeer clips, pins, strip	$ 46.40	
9/23/22	52200	Office Supplies	Twnshp#2 Reimbursement	Microsoft-HEVC Video Extension	$ 0.99	
	52200	Office Supplies				**$ 128.20**
9/9/22	52300	Prof & Spec Serv	C&P Tax Serv	Payroll	$ 55.00	
	52300	Prof & Spec Serv				
	52300	Prof & Spec Serv				
	52300	Prof & Spec Serv				
	52300	Prof & Spec Serv				**$ 55.00**
	52328	Audits				$ -
	52364	Training				$ -
	52400	Pub/Legal Notices				
	52400	Pub/Legal Notices				$ -
9/9/22	52483	Stipends*	B/R/Sl/Sm	Monthly	$ 420.00	**$ 420.00**
	52500	Rents, Leases, Equip				$ -
9/9/22	52700	Minor Equip	Polyguard & Co.	8 cremains urn vaults	$ 260.00	
	52700	Minor Equip				**$ 260.00**
	52800	Spec Dept Exp				$ -
9/16/22	53000	Utilities	Amador Water Agency	Raw Water 006405-001	$ 821.90	
9/16/22	53000	Utilities	Amador Water Agency	Service & Debt Serv	$56.30	
9/2/22	53000	Utilities	Aces Waste Serv	Trash pickup	$ 43.97	
9/23/22	53000	Utilities	Ooma	Phone	$ 27.43	
09/02/22	53000	Utilities	PG&E	Elec	$ 117.62	
9/9/2022	53000	Utilities	AT&T (Twnshp2 Reimburse)	Internet	$ 42.80	
	53000	Utilities	Pinnacle Alarm	Quarterly		
	53000	Utilities	PG&E	Elec		**$ 1,110.02**
	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	**$ 6,051.39**	**$ 6,051.39**

Date Recorded	Acct #	Account	Company/Individual	Purpose	Expense	Acct Total
10/7/2022	47890		Petty Cash	Change for cash customer	1.25	**1.25**
	50100	Salary	Estimate	Salaries	$ 3,500.00	**$ 3,500.00**
	50310	FICA	Estimate	FICA	$ 270.00	**$ 270.00**
	50400	Group Ins				**$ -**
	50500	Worker's comp				**$ -**
	50600	Unemployment				**$ -**
10/21/22	51000	Agri & Landscape	Ione Ace Hardware	Grass seed, gopher gas, marking	$ 89.58	
	51000	Agri & Landscape				
	51000	Agri & Landscape				
	51000	Agri & Landscape				**$ 89.58**
	51110	Clothing & Pers Supp				**$ -**
	51500	Insurance & Bonds				
	51500	Insurance & Bonds				**$ -**
10/7/22	51700	Main & Equp	Twnshp#2 Reimbursement	Chevron gas	$ 34.45	
10/28/22	51700	Main & Equp	Twnshp#2 Reimbursement	Chevron gas (reissued warrant)	$ 27.39	
	51700	Main & Equp				
	51700	Main & Equp				**$ 61.84**
10/21/22	51800	Main-Bldgs/Improv	Ione Ace Hardware	Air filter, metal polish	$ 17.43	
	51800	Main-Bldgs/Improv				
	51800	Main-Bldgs/Improv				**$ 17.43**
10/7/22	52200	Office Supplies	Crystal LaBarre	Mileage reimbursement	$ 186.88	
	52200	Office Supplies				
	52200	Office Supplies				
	52200	Office Supplies				**$ 186.88**
10/7/22	52300	Prof & Spec Serv	C&P Tax Service	Payroll	$ 55.00	
10/21/22	52300	Prof & Spec Serv	Comfort Solutions	A/C Repair	$ 798.00	**$ 853.00**
	52328	Audits				**$ -**
10/28/22	52364	Training	Don Smith	Conf Reimb hotel & mileage	$ 352.90	**$ 352.90**
	52400	Pub/Legal Notices				
	52400	Pub/Legal Notices				**$ -**
10/14/22	52483	Stipends*	B/Sl/Sm	Oct meeting	$ 315.00	**$ 315.00**
	52500	Rents, Leases, Equip				**$ -**
10/28/22	52700	Minor Equip	Twnshp#2 Reimbursement	Amazon Vacuum Suction Cup	$ 56.11	
	52700	Minor Equip				**$ 56.11**
10/7/22	47890	Special	Petty Cash	Change for cash customer	1.25	**$ 1.25**
10/21/22	53000	Utilities	Amador Water Agency	Raw Water 006405-001	$ 627.32	
10/21/22	53000	Utilities	Amador Water Agency	Serv Charge/Debt Serv Chrg	$ 72.06	
10/14/22	53000	Utilities	Aces Waste Serv	Trash pickup	$ 89.94	
10/21/22	53000	Utilities	Ooma	Phone service	$ 27.44	
10/7/2022	53000	Utilities	AT&T	Internet	$ 18.91	
10/7/2022	53000	Utilities	PG&E	Elec	$ 141.92	
10/28/2022	53000	Utilities	PG&E	Elec	$ 10.98	**$ 988.57**
	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	**$ 6,692.56**	**$ 6,692.56**