

TOWNSHIP #2 CEMETERY DISTRICT REGULAR MEETING
LOCATION – Cemetery Office, 500 S. Church Street, Lone CA 95640
Thursday, April 14, 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 March 10, 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

UNFINISHED BUSINESS

1. Discussion & possible action on proposed policy changes regarding X. General Operations, A. Interment, ii. General Provisions, vi. Section 8, #1-6

I. NEW BUSINESS

1. First Reading of 2022-23 Budget
2. Discussion & possible action on proposed policy additions about Mausoleum.
3. Discussion & possible action on advertising on holes at Castle Oaks Golf Course

J. ADJOURNMENT

REGULAR TOWNSHIP #2 CEMETERY DISTRICT MEETING
LOCATION – Cemetery Office, 500 S. Church Street, Lone CA 95640
Thursday, March 10, 2022 – 3:00 PM

MINUTES

A. CALLED TO ORDER at 3:00 pm

B. ROLL CALL

1. Don Smith
2. Open Position
3. Larry Slayton
4. Tom Reed
5. Pamela Bennetts

Staff present: Paul Muschetto Crystal LaBarre

C. PUBLIC PRESENT: Laurie Lockhart

D. PUBLIC COMMENT: Laurie stated it was an honor to be involved with the community.

E. MINUTES of the 2/10/2022 regular meeting

Motion by Don Smith to accept minutes of 2/10/2022 meeting; 2nd by Pamela Bennetts;
3 Ayes 0 Noes

F. FINANCIAL REPORT

1. Expenditures 1/21/2022- \$4,273.56 - 2/0/2022 \$4,324.95
2. General Account Balance 3/1/2022 \$133,055.22
3. Endowment Fund Balance 3/1/2022 \$64,445.42
4. Special Project Reserve Account 3/1/2022 \$146,944.73

Motion to accept the financial report by Don Smith; second by Larry Slayton;
Ayes 3 Noes 0

G. OFFICE MANAGER'S REPORT

1. **Plot Sales: 0** – 0 Columbarium Niches, 0 Cremains on Existing Plot, 0 Cremains on Lawn Plot, 0 Casket Plot, 0 Natural Plot,
2. **Burials for month: 0** – 0 Casket, 0 Cremains, 0 Natural Burial
3. Bank of Marin sent "Business Banking Conversion Kit". Our waived fees account will be rolled into the new account. They also sent new business bank card for Larry Slayton.

H. GROUNDS MANAGER'S REPORT – There are lots of weeds popping up. He is tearing out a tree stump by the Mausoleum. The Board thought it would be good to replace open area with grass.

I. UNFINISHED BUSINESS:

1. Approved proposed policy changes regarding X. General Operations, A. Interment, xii. Multiple Interments in a Single Plot, #5. *No more than (4) four urns may be interred in a single burial plot. Each urn must be covered with an approved name plaque and meet all of the conditions stated above. All applicable fees will be charged for each interment (inurnment). Each urn must be buried to the depth described by law (H&S Code 8113.1). Each urn must be positioned at least six (6) inches from any edge of the plot.* Motion by Don Smith; Second by Larry Slayton; Ayes 3 Noes 0
2. Change the description of Natural Burial Markers in the price list to reflect what is written in the policy. Motion by Don Smith, Second by Larry Slayton; Ayes 3 Noes 0

J. NEW BUSINESS

1. Approved proposed policy changes regarding X. General Operations, A. Interment, ii. General Provisions.
 - a. *v. Sections 0-7B (Historic Burial Area)*
 1. *No double-depth burials are allowed in these sections.*
 2. *All grave markers in these sections must be approved by the board of directors, and may be required to blend in with the historic nature of this area.*

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

- b. Tabled proposed policy changes regarding X. General Operations, A. Interment, ii. General Provisions, vi. Section 8, #1-6 until next meeting April 14, 2022.
- c. Approved policy changes regarding X. General Operation, A. Interment, ii General Provisions, vii Sections A,B,C,D,E
 - 1. *Plots may be purchased for single caskets, double-deep caskets, and/or up to (4) four urns.*
 - 2. *Markers must be ground level.*

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

- 2. Approved proposed policy changes regarding X. General Operations, A. Interment, ii. General Provisions, #1-5.
 - ii. *General Provisions (H&S Code 8113.1)*
 - 1. *Except as provided in X.A.ii.2,3,4 below, there shall be no less than 18 inches of dirt or turf on top of all vaults, caskets, urns, or other enclosures of human remains as measured at the time of burial.*
 - 2. *Cremated remains placed in an urn or urn vault and covered with at least three-quarters of an inch of concrete, brass, granite, marble, or metal, affixed to the urn or urn vault shall be exempt from the requirement of X.A.ii.1 above.*
 - 3. *In the case of consensual double burials, the casket or vault that is on top shall be covered with at least 12 inches of dirt or turf as measured at the time of burial*
 - 4. *In the case of extreme hardship, upon request of the next of kin or other person responsible for making the burial arrangements for the deceased, a burial of less than 18", but not less than 12" may be provided.*
 - 5. *Excluding the Natural Burial Section, all full body remains must be contained in a casket or coffin.*

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

- 3. Approved proposed policy changes regarding X. General Operations, C. Payroll Procedure. *Payroll Procedure: Board and staff shall follow the procedures included in Appendix F, adopted by the Board on February 9, 2017.* Motion by Don Smith, Second by Larry Slayton; Ayes 3 Noes 0
- 4. Approved proposed policy changes regarding Appendix D. Addition to "Single Plot." *For a 2nd casket: \$200 + Endowment fee*

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

K. CLOSED SESSION – Grounds Manager wage discussion

L. OPEN SESSION – ACTION – Motion by Don Smith to increase Grounds Manager wage to \$20.00 per hour, second by Larry Slayton; Ayes 3 Noes 0

M. ADJOURNMENT: Time 4:17pm

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

Submitted by Township #2 Cemetery Secretary, Donald Larry Slayton

Date Recorded	Acct #	Account	Company/Individual	Purpose	Expense	Acct Total	
	50100	Salary	Estimate		\$ 2,800.00	\$ 2,800.00	
	50310	FICA	Estimate		\$ 215.00	\$ 215.00	
	50400	Group Ins				\$ -	
	50500	Worker's comp				\$ -	
	50600	Unemployment				\$ -	
3/17/22	51000	Agri & Landscape	Clark Pest Control	Spray for weeds	\$ 1,074.00		
	51000	Agri & Landscape					
	51000	Agri & Landscape					
	51000	Agri & Landscape				\$ 1,074.00	
	51110	Clothing & Pers Supp	Ione Ace Hardware	Gloves		\$ -	
	51500	Insurance & Bonds					
	51500	Insurance & Bonds				\$ -	
3/11/22	51700	Main & Equip	Ione Ace Hardware	Wire Brushes for drill	\$ 12.91		
	51700	Main & Equip					
	51700	Main & Equip					
	51700	Main & Equip				\$ 12.91	
3/11/22	51800	Main-Bldgs/Improv	Ione Ace Hardware	Sealant, rake, putty knife, paint, hose,	\$ 149.49		
	51800	Main-Bldgs/Improv					
	51800	Main-Bldgs/Improv				\$ 149.49	
3/11/22	52200	Office Supplies	Ione Ace Hardware	Bathroom soap, potting soil	\$ 19.37		
3/11/22	52200	Office Supplies	Quill	Toner, paper towels, chocolate, etc.	\$ 214.38		
	52200	Office Supplies					
	52200	Office Supplies					
	52200	Office Supplies				\$ 233.75	
3/17/22	52300	Prof & Spec Serv	C&P Tax Service	Payroll	\$ 55.00		
	52300	Prof & Spec Serv				\$ 55.00	
	52328	Audits				\$ -	
	52364	Conferences				\$ -	
	52364	Conferences				\$ -	
	52400	Pub/Legal Notices				\$ -	
3/11/22	52483	Stipends*	B/Sl/Sm	March Meeting	\$ 300.00	\$ 300.00	
	52500	Rents, Leases, Equip				\$ -	
	52700	Minor Equip	Ione Ace Hardware	Saw/Drill bits		\$ -	
	52700	Minor Equip				\$ -	
	52800	Spec Dept Exp				\$ -	
3/17/22	53000	Utilities	PG&E	Elec	\$ 70.80		
3/17/22	53000	Utilities	Amador Water Agency	006405-000	\$ 57.19		
3/11/22	53000	Utilities	Aces Waste Serv	Trash pickup	\$ 43.97		
	53000	Utilities	Aces Waste Serv	Dump run			
03/11/22	53000	Utilities	Amador Water Agency	006405-001 Raw	\$ 121.13		
3/4/2022	53000	Utilities	Ooma	Phone	\$ 27.41		
3/11/2022	53000	Utilities	AT&T	Internet	\$ 42.80		
	53000	Utilities	Pinnacle Alarm	Quarterly			
3/4/2022	53000	Utilities	PG&E	Elec	\$ 140.35	\$ 503.65	
	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	\$ 5,343.80	
						\$ 5,343.80	
		*A=Allen B=Benetts R=Reed Sl=Slayton Sm-Smith					

