

TOWNSHIP #2 CEMETERY DISTRICT REGULAR MEETING
LOCATION – Cemetery Office, 500 S. Church Street, Lone CA 95640
Thursday, May 11, 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 April 13, 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. Discuss updates & action on new "Cemetery Sign" out by the road.
2. Discuss updates on new proposed Pavilion and surrounding areas.
3. 2nd Reading of FY2024 proposed budget

J. NEW BUSINESS

1. Discussion and action on "Advertising" at the Castle Oaks Golf Course Display Sign Sponsorship for \$595.

K. ADJOURNMENT

REGULAR TOWNSHIP #2 CEMETERY DISTRICT MEETING
LOCATION – Cemetery Office, 500 S. Church Street, Lone CA 95640
Thursday, April 13, 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 Crystal LaBarre
- C. PUBLIC PRESENT: 1
- D. PUBLIC COMMENT: None
- E. MINUTES of the 3/9/2023 regular meeting
Motion by Tom Reed to accept minutes of 3/9/2023 meeting; 2nd by Don Smith;
5 Ayes 0 Noes
- F. FINANCIAL REPORT
1. Expenditures 2/24/2023 \$4,573.16, 3/31/2023 \$6,338.24
 2. General Account Balance 4/6/2023 \$166,326.64
 3. Endowment Fund Balance 4/6/2023 \$67,262.59
 4. Special Project Reserve Account 4/6/2023 \$188,734.97
- Motion to accept Financial Report by Larry Slayton; Second by Laurie Lockhart; Ayes 5 Noes 0
- G. OFFICE MANAGER'S REPORT
1. **Plot Sales: 1** – 0 Columbarium Niches, 1 Cremains on Open Existing Plot, 0 Cremains on Family Plot, 0 Casket Plot, 0 Natural Plot, 0 Mausoleum
 2. **Burials for month: 1**– 1 Casket, 0 Cremains, 0 Natural Burial
 3. Gave each Board Member the most updated policy & procedure handbook.
 4. Expressed concern with no video surveillance under the front porch and on front door. The board thinks a camera is needed on that area.
- H. GROUNDS MANAGER'S REPORT –Proposed idea of reducing spraying for weeds. Paul will call to qualify. Turned on the untreated water, but not the sprinklers.
- I. UNFINISHED BUSINESS:
1. Updates on Cemetery Sign; Don picked up the cemetery sign from Sandy Gulch and it was displayed in the office. There was discussion on elements that the board was not happy with color, seams showing, and flimsy. The board decided not to use out front but use elsewhere in the cemetery. Next step is to meet with a different sign company.
 2. Updates on proposed new Columbarium and surrounding areas; The committee reported that the landscape designer in El Dorado Hills brought up the question on ADA compliancy and that they would not be liable for those requirements but that the liability would rest on the cemetery. After speaking with the City of Lone and meeting as a committee, the committee wanted to run this question to the board as far as using a landscape architect or landscape designer. It was agreed by the board that proceeding with a designer would still be acceptable. Don also wanted to check with Gideon Fence who built the Pavilion at Howard Park to see if they had an in house designer and then set up an appointment to look at the area.
- J. NEW BUSINESS:
1. Motion by Tom Reed to allow Larry Boling to transfer his plot to a Columbarium Niche as long as there is no cost to the cemetery. Second by Laurie Lockhart; Ayes 5 Noes 0
 2. Accept Reading of proposed FY2024 Budget. Motion by Larry Slayton, Second by Don Smith; Ayes 5 Noes 0
- K. ADJOURNMENT: Time 4:07pm.
Motion by Don Smith; Second by Tom Reed; Ayes 5 Noes 0

Submitted by Township #2 Cemetery Secretary, Donald Larry Slayton

Date Recorded	Acct #	Account	Company/Individual	Purpose	Expense	Acct Total	
5/2/23	50100	Salary	Actual		\$ 2,930.00	\$ 2,930.00	
5/2/23	50310	FICA	Actual		\$224.14	\$ 224.14	
	50400	Group Ins				\$ -	
	50500	Worker's comp				\$ -	
	50600	Unemployment				\$ -	
3/17/23	51000	Agri & Landscape	Clark Pest Control	Spray for bugs	\$ 94.00		
3/17/23	51000	Agri & Landscape	Clark Pest Control	Spray for weeds	\$ 1,128.00		
3/17/23	51000	Agri & Landscape	Ione Ace Hardware	Lawn fertilizer	\$ 59.26		
	51000	Agri & Landscape				\$ 1,281.26	
	51110	Clothing & Pers Supp	Ione Ace Hardware	Gloves		\$ -	
	51500	Insurance & Bonds					
	51500	Insurance & Bonds				\$ -	
3/10/23	51700	Main & Equip	Twنشp#2 Reimbursement	Chevron gas	\$ 25.23		
3/17/23	51700	Main & Equip	Ione Ace Hardware	Oil mix	\$ 21.53		
3/31/23	51700	Main & Equip	Twنشp#2 Reimbursement	Chevron gas	\$ 24.85		
	51700	Main & Equip				\$ 71.61	
	51800	Main-Bldgs/Improv	Ione Ace Hardware	Sealant, rake, putty knife, paint, hose, etc			
	51800	Main-Bldgs/Improv					
	51800	Main-Bldgs/Improv				\$ -	
3/31/23	52200	Office Supplies	NewCom Tech	Software maintenance annual renewa	\$ 350.00		
3/31/23	52200	Office Supplies	Petty Cash	USPS stamps	\$ 37.80		
	52200	Office Supplies					
	52200	Office Supplies					
	52200	Office Supplies				\$ 387.80	
3/10/23	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				\$ -	
3/10/23	52483	Stipends*	B/R/SI/Sm	March Meeting	\$ 420.00	\$ 420.00	
	52500	Rents, Leases, Equip				\$ -	
	52700	Minor Equip	Ione Ace Hardware	Saw/Dril bits			
	52700	Minor Equip				\$ -	
	52800	Spec Dept Exp				\$ -	
3/31/23	53000	Utilities	AT&T	Internet	\$ 53.50		
3/24/23	53000	Utilities	Amador Water Agency	006405-000	\$ 68.12		
3/10/23	53000	Utilities	Aces Waste Serv	Trash pickup	\$ 47.34		
	53000	Utilities	Aces Waste Serv	Dump run			
03/17/23	53000	Utilities	Amador Water Agency	006405-001 Raw	\$ 132.59		
3/24/2023	53000	Utilities	Ooma	Phone	\$ 27.52		
3/10/2023	53000	Utilities	AT&T	Internet	\$ 53.50		
	53000	Utilities	Pinnacle Alarm	Quarterly			
	53000	Utilities	PG&E	Elec		\$ 382.57	
	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	\$ 5,752.38	
						\$ 5,752.38	
		*B=Bennets L=Lockhart R=Reed SI=Slayton Sm-Smith					

Date Recorded	Acct #	Account	Company/Individual	Purpose	Expense	Acct Total
	50100	Salary	Estimate	Salaries	\$ 3,000.00	\$ 3,000.00
	50310	FICA	Estimate	FICA	\$ 250.00	\$ 250.00
	50400	Group Ins				\$ -
	50500	Worker's comp				\$ -
	50600	Unemployment				\$ -
	51000	Agri & Landscape	lone Ace Hardware	Grass seed, fertilizer, weed killer, gopher		
	51000	Agri & Landscape				
	51000	Agri & Landscape				
	51000	Agri & Landscape				\$ -
	51110	Clothing & Pers Supp				\$ -
	51500	Insurance & Bonds				
	51500	Insurance & Bonds				\$ -
	51700	Main & Equip	Twncshp#2 Reimbursement	Shell Trading Post Gas		
	51700	Main & Equip	Twncshp#2 Reimbursement	Shell Trading Post Gas		
	51700	Main & Equip				
	51700	Main & Equip				\$ -
4/7/23	51800	Main-Bldgs/Improv	Carrot-Top Industries	5x8 Am Flag	\$ 105.64	
4/21/23	51800	Main-Bldgs/Improv	lone Ace Hardware	Striping paint, wildflower seeds	\$ 12.92	
	51800	Main-Bldgs/Improv				\$ 118.56
4/7/23	52200	Office Supplies	Crystal LaBarre	Mileage Reimbursement	\$ 180.78	
4/7/23	52200	Office Supplies	Quill	Tissue, Paper Towels, Bandages, etc.	\$ 77.26	
4/14/23	52200	Office Supplies	Petty Cash	lone Plaza Market water for office	\$ 4.00	
	52200	Office Supplies				\$ 262.04
4/7/23	52300	Prof & Spec Serv	C&P Tax Service	Payroll	\$ 55.00	
4/14/23	52300	Prof & Spec Serv	Amador County Auditor	Accounting services	\$ 2,910.00	
4/14/23	52300	Prof & Spec Serv	Amador County Assessor	Shared Cost:Assessor/Aud/Tax Coll	\$ 3,539.64	\$ 6,504.64
	52328	Audits				\$ -
	52364	Conferences	Twncshp#2 Reimbursement	Office Manager Conference Exp.		\$ -
	52400	Pub/Legal Notices	Twncshp#2 Reimbursement	Cemetery brochures		\$ -
4/14/23	52483	Stipends*	B/L/R/SI/Sm	April meeting + March for Lockhart	\$ 551.25	\$ 551.25
	52500	Rents, Leases, Equip				\$ -
	52700	Minor Equip	Crescent Memorial	3 urn vaults		
	52700	Minor Equip				\$ -
	52800	Spec Dept Exp				\$ -
4/28/23	53000	Utilities	PG&E	Elec	\$ 97.61	
4/14/23	53000	Utilities	Amador Water Agency	Raw Water	\$ 136.73	
4/7/23	53000	Utilities	Aces Waste Serv	Trash pickup	\$ 47.34	
04/21/23	53000	Utilities	Amador Water Agency	05-1080000-1	\$ 64.18	
4/21/2023	53000	Utilities	Ooma	Phone	\$ 27.70	
	53000	Utilities	AT&T	Internet		
	53000	Utilities	Pinnacle Alarm	Quarterly		
4/7/2023	53000	Utilities	PG&E	Elec	\$ 63.77	\$ 437.33
4/21/2023	56110	Bldgs & Improv	Sandy Gulch Sign Company	3x7 2-sided sign	622.05	
	56110	Bldgs & Improv				
	56110	Bldgs & Improv				\$ 622.05
	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	\$ 11,745.87
						\$ 11,745.87

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

