

TOWNSHIP #2 CEMETERY DISTRICT REGULAR MEETING
LOCATION – Cemetery Office, 500 S. Church Street, Ione CA 95640
Thursday, June 9, 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 May 12, 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. Third Reading of 2022-23 Proposed Budget – Discussion & Action
2. Discussion & possible action on proposed policy additions regarding the Mausoleum.
3. Discussion & possible action on policy requirements for concrete work in Allen Hill and Historic part of cemetery.
4. Discussion on providing an area in the cemetery for pets.
5. Discussion & possible action on policy for Special Events at Cemetery

I. NEW BUSINESS

1. Discussion and possible action on bench that someone wants to donate and if this will set a precedent which needs policy or just handle on a case by case situation.

J. ADJOURNMENT

REGULAR TOWNSHIP #2 CEMETERY DISTRICT MEETING
LOCATION – Cemetery Office, 500 S. Church Street, Lone CA 95640
Thursday, May 12, 2022 – 3:00 PM

MINUTES

A. CALLED TO ORDER at 3:00 pm

B. ROLL CALL

1. Don Smith
2. Laurie Lockhart
3. Larry Slayton
4. Tom Reed
5. Pamela Bennetts

Staff present: Paul Muschetto Crystal LaBarre

C. PUBLIC PRESENT: None

D. PUBLIC COMMENT: None

E. MINUTES of the 4/14/2022 regular meeting

Motion by Laurie Lockhart to accept minutes of 4/14/2022 meeting; 2nd by Tom Reed;
5 Ayes 0 Noes

F. FINANCIAL REPORT

1. Expenditures 3/31/2022- \$5,508.71 - 4/22/2022 \$7,573.68
2. General Account Balance 4/25/2022 \$128,282.08
3. Endowment Fund Balance 4/25/2022 \$64,445.42
4. Special Project Reserve Account 4/25/2022 \$146,434.73

Motion to accept the financial report by Larry Slayton; second by Laurie Lockhart;
Ayes 5 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: 1** – 0 Casket, 1 Cremains, 0 Natural Burial
3. Vector Solution Training follow-up. No one received emails
4. Ordered signage for Castle Oaks. They were out of T-Box signs, so they gave us a display sign for the same price at the clubhouse.
5. Discussion to set up new signature cards at the bank to include Pamela Bennetts and Laurie Lockhart. Judy Allen should be taken off.

H. GROUNDS MANAGER'S REPORT – Contacted Clark Pest Control about spraying weeds in the lawn. Letting the grass grow a little longer to shade and fill in bare spots. Looking into ways of breaking of the clay.

I. UNFINISHED BUSINESS:

1. Accept 2nd proposed Budget Reading with change to Salary line to \$40,000 and total budget line to \$110,830.
Motion by Larry Slayton; Second by Tom Reed; Ayes 5 Noes 0
2. Discussion on Mausoleum policy. Tom to draft for next meeting in June.

J. NEW BUSINESS

1. Discussion on requirements for concrete work in Allen Hill & Historic section of cemetery included thickness, rebar, and footing. Also no one to occupy site until concrete work is finished. Tabled until next meeting.
2. Discussion on providing space for pet burial within the cemetery. Tabled until next meeting.
3. Discussion on special events at the cemetery. Concerns about dark, open flames and liability. Tom to draft policy for the next meeting.
4. Discussion on Clarks Pest Control spraying for weeds on the lawn. Clarks said it was too late and should have been done before April 1st.

K. ADJOURNMENT: Time 4:03pm

Motion by Tom Reed; Second by Don Smith; Ayes 5 Noes 0

Submitted by Township #2 Cemetery Secretary, Donald Larry Slayton

Date Recorded	Acct #	Account	Company/Individual	Purpose	Expense	Acct Total
5/25/22	50100	Salary	Actual	Salaries	\$ 3,490.00	\$ 3,490.00
5/25/22	50310	FICA	Actual	FICA	\$ 266.99	\$ 266.99
	50400	Group Ins				\$ -
	50500	Worker's comp				\$ -
	50600	Unemployment				\$ -
4/15/22	51000	Agri & Landscape	lone Ace Hardware	Grass seed, fertilizer, weed killer, gop	\$ 81.86	
	51000	Agri & Landscape				
	51000	Agri & Landscape				
	51000	Agri & Landscape				\$ 81.86
	51110	Clothing & Pers Supp				\$ -
	51500	Insurance & Bonds				
	51500	Insurance & Bonds				\$ -
4/1/22	51700	Main & Equip	Twnshp#2 Reimbursement	Shell Trading Post Gas	\$ 30.00	
4/22/22	51700	Main & Equip	Twnshp#2 Reimbursement	Shell Trading Post Gas	\$ 30.00	
	51700	Main & Equip				
	51700	Main & Equip				\$ 60.00
	51800	Main-Bldgs/Improv				
	51800	Main-Bldgs/Improv				
	51800	Main-Bldgs/Improv				\$ -
4/1/22	52200	Office Supplies	Crystal LaBarre	Mileage Reimbursement	\$ 188.37	
	52200	Office Supplies				
	52200	Office Supplies				
	52200	Office Supplies				\$ 188.37
4/15/22	52300	Prof & Spec Serv	Amador County Assessor	Shared costs	\$ 3,226.87	
4/15/22	52300	Prof & Spec Serv	Amador County Auditor	Accounting services	\$ 2,015.00	
4/5/222	52300	Prof & Spec Serv	OM Stone	Engraving	\$ 185.00	\$ 5,426.87
	52328	Audits				\$ -
4/15/22	52364	Conferences	Twnshp#2 Reimbursement	Office Manager Conference Exp.	\$ 410.06	\$ 410.06
4/1/22	52400	Pub/Legal Notices	Twnshp#2 Reimbursement	Cemetery brochures	\$ 120.00	\$ 120.00
4/15/22	52483	Stipends*	B/L/R/SI/Sm	April meeting + March for Lockhart	\$ 630.00	\$ 630.00
	52500	Rents, Leases, Equip				\$ -
4/1/22	52700	Minor Equip	Crescent Memorial	3 urn vaults	\$ 247.14	
	52700	Minor Equip				\$ 247.14
	52800	Spec Dept Exp				\$ -
	53000	Utilities				
4/15/22	53000	Utilities	Amador Water Agency	Raw Water	\$ 131.27	
4/15/22	53000	Utilities	Aces Waste Serv	Trash pickup	\$ 43.97	
04/22/22	53000	Utilities	Amador Water Agency	05-1080000-1	\$ 60.42	
4/22/2022	53000	Utilities	Ooma	Phone	\$ 54.82	
4/15/2022	53000	Utilities	AT&T	Internet	\$ 42.80	
	53000	Utilities	Pinnacle Alarm	Quarterly		
4/1/2022	53000	Utilities	PG&E	Elec	\$ 76.10	\$ 409.38
	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					\$ 11,330.67	\$ 11,330.67

Date Recorded	Acct #	Account	Company/Individual	Purpose	Expense	Acct Total
	50100	Salary	Estimated	Salaries	\$ 3,000.00	\$ 3,000.00
	50310	FICA	Estimated	FICA	\$ 250.00	\$ 250.00
	50400	Group Ins				\$ -
	50500	Worker's comp				\$ -
	50600	Unemployment				\$ -
5/20/22	51000	Agri & Landscape	Ione Ace Hardware	Mole & Gopher Gas	\$ 21.53	
5/20/22	51000	Agri & Landscape	Clark Pest Control	Spray for bugs	\$ 89.00	
5/27/22	51000	Agri & Landscape	Clark Pest Control	Spray for bugs	\$ 89.00	
	51000	Agri & Landscape				\$ 199.53
	51110	Clothing & Pers Supp				\$ -
	51500	Insurance & Bonds				\$ -
	51500	Insurance & Bonds				\$ -
5/13/22	51700	Main & Equip	Twncshp#2 Reimbursement	Shell gasoline	\$ 30.00	
5/27/22	51700	Main & Equip	Ione Ace Hardware	Shell gasoline	\$ 35.00	
	51700	Main & Equip				\$ 65.00
	51700	Main & Equip				\$ 65.00
5/27/22	51800	Main-Bldgs/Improv	Carrot Top Industries	5x8 flag	\$ 71.10	
	51800	Main-Bldgs/Improv				\$ 71.10
	51800	Main-Bldgs/Improv				\$ 71.10
5/13/22	52200	Office Supplies	USPS	P.O. Box annual fee	\$ 72.00	
5/20/22	52200	Office Supplies	Quill	Ink, TP, Binder & index tabs, Air Fresh	\$ 100.20	
	52200	Office Supplies				\$ 172.20
	52200	Office Supplies				\$ 172.20
5/6/22	52300	Prof & Spec Serv	C&P Tax Service	Payroll	\$ 110.00	
5/27/22	52300	Prof & Spec Serv	Petty Cash Reimb	Amador County:Permit disp. Of remain	\$ 12.00	\$ 122.00
	52328	Audits				\$ -
	52364	Conferences				\$ -
5/6/22	52400	Pub/Legal Notices	Twncshp#2 Reimbursement	Bench Craft Co., Ad. Bench at Golf Cou	\$ 595.00	\$ 595.00
5/13/22	52483	Stipends*	B/L/R/SI/Sm		\$ 525.00	\$ 525.00
	52500	Rents, Leases, Equip				\$ -
	52700	Minor Equip				\$ -
	52700	Minor Equip				\$ -
	52800	Spec Dept Exp				\$ -
	53000	Utilities				\$ 307.73
5/13/22	53000	Utilities	Amador Water Agency	Raw Water	\$ 136.34	
5/13/22	53000	Utilities	Aces Waste Serv	Trash pickup	\$ 43.97	
05/20/22	53000	Utilities	Amador Water Agency	Treated Water 006405-000	\$ 57.19	
5/20/2022	53000	Utilities	Ooma	Phone	\$ 27.43	
5/6/2022	53000	Utilities	AT&T	ATT Internet	\$ 42.80	
	53000	Utilities	Pinnacle Alarm	Quarterly		\$ 307.73
	53000	Utilities	PG&E	Elec		\$ 307.73
	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	\$ 5,307.56
						\$ 5,307.56

Acct #	Account	21-22 Fiscal Yr		Proposed Budget 2022/23					
		Budget	Proposed	Income		Year			
				Source	18-19	19-20	20-21	21-22 (4/1/22 Projected)	
50100	Salary	\$ 31,900.00	\$ 40,000.00						
50310	FICA	\$ 2,480.00	\$ 2,480.00						
50400	Group Insurance	\$ -	\$ -						
50500	Worker's comp	\$ 1,950.00	\$ 1,950.00	Current Secured	\$94,921.30	\$96,438.67	\$103,725.48	\$58,199.81	\$116,000.00
50600	Unemployment	\$ -	\$ -	Current Unsecured	\$1,228.15	\$1,375.46	\$1,312.89	\$1,692.31	\$1,700.00
				Prior Unsecured	\$22.43	\$61.82			
	Total Employee Exp	\$ 36,330.00	\$44,430.00	Supplemental Roll	\$2,052.97	\$848.79	\$957.56	\$1,377.16	\$1,400.00
51000	Agri/Landscaping	\$ 7,000.00	\$6,000.00	Delinquent Supplementa	\$114.19	\$125.27	\$143.82		
51110	Clothing & Per Supp	\$ 250.00	\$ 250.00	Interest	\$1,985.98	\$3,429.80	\$680.52	\$829.67	\$900.00
51500	Ins	\$ 3,700.00	\$ 3,700.00	St Homeowners Prop	\$1,123.68	\$590.20	\$180.58	\$616.01	\$600.00
51700	Main: Equip	\$ 1,000.00	\$ 1,000.00	St Mandated Cost					
51800	Main: Bldgs/Improv	\$ 1,200.00	\$ 1,200.00	Charge for Ser (IVMD)	\$4,000.00	\$4,800.00	\$3,200.00	\$3,200.00	\$4,800.00
52200	Office Supp	\$ 1,800.00	\$ 1,800.00	Misc (plots, serv)	\$16,994.50	\$11,566.25	\$9,898.50	\$9,646.25	\$10,000.00
52300	Prof & Spec Serv	\$ 12,000.00	\$10,000.00	Other		\$1,723.77			
52328	Audits	\$ 6,250.00	\$6,500.00	TOTAL	\$122,443.20	\$120,960.03	\$120,099.35	\$75,561.21	\$135,400.00
52364	Conferences	\$ 1,200.00	\$ 1,200.00						
52400	Publications/Legal Notices	\$ 750.00	\$ 750.00	Anticipated Monthly Exp for Mar, Apr, May, Jun: \$12,120					
52483	Stipends	\$ 6,000.00	\$ 6,000.00	Year-to-Date Exp (through Feb): \$48,138					
52500	Rents, Leases, Equip	\$ 500.00	\$ 500.00	Anticipated Exp 21-22: \$60,258					
52700	Minor Equip	\$ 1,500.00	\$ 1,500.00	Anticipated Budget Balance: \$44,700					
52800	Spec Depart Exp	\$ 500.00	\$ 500.00	Anticipated Gen Acct Balance:					
53000	Utilities	\$ 6,500.00	\$7,000.00		\$133,150 - \$12,120 = \$121,030 + \$59,000 = \$179,030				
	Total Serv/Supp	\$ 50,150.00	\$47,900.00	The 21-22 budget was about \$45,000 more than anticipated expenses.					
56110	Bldgs & Improv	\$ 1,500.00	\$ 1,500.00	We did not use any of the \$18,500 budgeted for fixed assets. That leaves \$26,500 we could cut					
56180	Capital Improv Maj Proj	\$ 16,000.00	\$ 16,000.00	from the rest of the budget.					
56200	Equip	\$ 1,000.00	\$ 1,000.00	With end of year balance of \$180,000, we could transfer \$80,000 to spec. project fund.					
	Total Fixed Assets	\$ 18,500.00	\$18,500.00	Anticipated special project balance: \$226,000					
	TOTAL ALL CAT.	\$ 104,980.00	\$110,830.00						

i. Mausoleum (added 2/10/22)

1. No cremains (loose ashes nor urns) may be placed inside a casket or coffin.
2. A vapor tray must be installed beneath each casket or coffin.
3. A maximum of 4 (four) urns may be placed in a crypt.

B. Special Events: It shall be the intent of Township #2, Ione Cemetery District, to make every effort possible to care for, maintain, and secure for the residents and tax-payers of this district, a beautiful, peaceful, and respectful place of final rest. To this end, the District has adopted policies and regulations pertaining to special events held on District property.

- i. All gatherings for the purpose of interment, memorializing, or honoring the deceased, must obtain prior approval from the District Board or its designee.
- ii. Gatherings for purposes other than interment, memorializing, or honoring the deceased may be permitted by special action of the Board.
- iii. No person or persons shall be present on District property between civil sunset and civil sunrise (as defined by the State of California). Board members, District employees, utility company employees, and emergency services personnel, while performing official duties, are exempt. Other exemptions may be granted, but must be in writing and specify the dates and times of the exemptions.
- iv. No activity shall be permitted which, in the opinion of the Board or its designee, disturbs the beauty, peace, or respect of the area, the interred, or the relatives of the interred.

- v. No open flames are allowed on District property without written permission from the Board.
- vi. Individuals or groups on District property may not disrupt, block or otherwise hinder any Board member, employee, or permitted group or individuals from performing their tasks.
- vii. Any individual instructed to vacate District property by any Board member or employee will be deemed to be illegally trespassing if that individual fails to comply immediately.

II. Special Events

- i. All gatherings for the purpose of interment, memorializing, or honoring the deceased, must obtain prior approval from the District Board or its designee.
- ii. Gatherings for purposes other than interment, memorializing, or honoring the deceased may be permitted by special action of the Board at a regular or special meeting.
- iii. Any person on District property after legal sunset, except as permitted by policy, will be deemed a trespasser and may be subject to legal action.
- iv. Any person or group disturbing the beauty, disrupting the peace, or showing disrespect to the those interred, or their living relatives shall be required to leave the property immediately and may be subject to legal action. Interpretation of the above violations shall be up to the Board and its designees and shall conform to how a “reasonable person” would interpret those terms.
- v. Any person lighting or causing the lighting of any object with a flame shall be asked to extinguish the flame immediately, and may be instructed to vacate District property, and may be reported to law enforcement authorities.
- vi. Any individuals or groups on District property who disrupt, block or otherwise hinder any Board member, employee, or permitted group or individuals from performing their tasks, will be instructed to leave District property immediately, and may be reported to law enforcement authorities.
- vii. Any individual instructed to vacate District property by any Board member or employee will be deemed to be illegally trespassing if that individual fails to comply immediately.