

TOWNSHIP #2 CEMETERY DISTRICT REGULAR MEETING  
LOCATION – Cemetery Office, 500 S. Church Street, Lone CA 95640  
Thursday, July 13, 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 June 8, 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 on new "Cemetery Sign" out by the road.
2. Discuss updates on new proposed Pavilion and surrounding areas.
3. Discussion on procedure to handle unmarked graves.

J. NEW BUSINESS

1. Discussion and action on letter from Cathy Castillo's Office for a bi-annual financial review.

K. ADJOURNMENT

REGULAR TOWNSHIP #2 CEMETERY DISTRICT MEETING  
LOCATION – Cemetery Office, 500 S. Church Street, Lone CA 95640  
Thursday, June 8, 2023 – 3:00 PM

**MINUTES**

- A. CALLED TO ORDER at 3:00 pm
- B. ROLL CALL
- Pamela Bennetts, Chairperson
  - Don Smith, Vice Chair
  - Tom Reed, Treasurer
  - Larry Slayton, Secretary
  - Laurie Lockhart, Director
- Staff present:  Paul Muschetto  Crystal LaBarre
- C. PUBLIC PRESENT: 0
- D. PUBLIC COMMENT: None
- E. MINUTES of the 5/11/2023 regular meeting  
Motion by Tom Reed to accept minutes of 5/11/2023 meeting; 2nd by Larry Slayton;  
3 Ayes 0 Noes
- F. FINANCIAL REPORT
- Expenditures 4/28/2023 \$11,892.23, 5/19/2023 \$19,415.33
  - General Account Balance 5/24/2023 \$214,280.70
  - Endowment Fund Balance 5/24/2023 \$67,834.36
  - Special Project Reserve Account 5/24/2023 \$189,780.28
- Motion to accept Financial Report by Larry Slayton; Second by Don Smith; Ayes 3 Noes 0
- G. OFFICE MANAGER'S REPORT
- Plot Sales: 5** – 4 Columbarium Niches, 1 Cremains on Open Existing Plot, 0 Cremains on Family Plot, 0 Casket Plot, 0 Natural Plot, 0 Mausoleum
  - Burials for month: 2**– 0 Casket, 2 Cremains, 0 Natural Burial
  - Tim Taylor finished curbing. Coming back Friday to fill in the dirt.
  - Lots of activity around the building during homecoming. Things were pretty well picked up.
- H. GROUNDS MANAGER'S REPORT
- Is going to work on a collapsed gravesite. Will try to find owner and notify. He did not discover any graves that are creating a danger.
  - Still plans to fill cracks in the asphalt.
- I. UNFINISHED BUSINESS:
- Updates on Cemetery Sign; Working with Merzlak to provide two options for sign. One was sent and we are waiting for the other.
  - Updates on proposed new Columbarium and surrounding areas; Trying to set up a meeting with Landscape Designer, Kate Bowers in a couple weeks.
  - 3<sup>rd</sup> and final reading of FY2024 proposed budget. Motion by Tom Reed to accept, Second by Larry Slayton; Ayes 3 Noes 0
- J. NEW BUSINESS:
- Discussion on how to handle unmarked graves; Reviewed 9"x9" mock-up by Tim Taylor and determined that the etching on the metal plaque might not stand up to the elements. Reviewed the Health & Safety code to see if there is a requirement on the minimum size required for a grave marker. Code did state that "a district may adopt minimum requirements for the permanency of monuments or markers". Tom Reed to do some more research.
- K. ADJOURNMENT: Time 3:51pm.  
Motion by Tom Reed; Second by Don Smith; Ayes 3 Noes 0

Submitted by Township #2 Cemetery Secretary, Donald Larry Slayton



Date Recorded	Acct #	Account	Company/Individual	Purpose	Expense	Acct Total
6/29/23	50100	Salary	Actual	Salaries	\$ 2,905.00	\$ 2,905.00
6/29/23	50310	FICA	Actual	FICA	\$ 222.23	\$ 222.23
	50400	Group Ins				\$ -
	50500	Worker's comp				\$ -
	50600	Unemployment				\$ -
5/5/23	51000	Agri & Landscape	Clark Pest Control	Spray for Weeds	\$ 1,219.00	
5/12/23	51000	Agri & Landscape	Ione Ace Hardware	Gopher bait and gasser	\$ 45.22	
	51000	Agri & Landscape	Clark Pest Control	Spray for bugs		
	51000	Agri & Landscape				\$ 1,264.22
	51110	Clothing & Pers Supp				\$ -
	51500	Insurance & Bonds				
	51500	Insurance & Bonds				\$ -
5/5/23	51700	Main & Equip	Twncshp#2 Reimbursement	Chev gasoline	\$ 26.01	
5/19/23	51700	Main & Equip	Twncshp#2 Reimbursement	Chev gasoline	\$ 26.77	
	51700	Main & Equip				
	51700	Main & Equip				\$ 52.78
5/12/23	51800	Main-Bldgs/Improv	Ione Ace Hardware	Cement for headstone footing, paint	\$ 91.21	
5/12/23	51800	Main-Bldgs/Improv	Ione Memorial District	Reimb. For Lowe's Credit Card, chain li	\$ 61.44	
	51800	Main-Bldgs/Improv				\$ 152.65
5/5/23	52200	Office Supplies	USPS	Annual P.O.Box fee	\$ 80.00	
5/12/23	52200	Office Supplies	Larry Anderson	Domain Reg for IoneCemetery.org & .c	\$ 120.00	
	52200	Office Supplies				
	52200	Office Supplies				\$ 200.00
5/5/23	52300	Prof & Spec Serv	Tim Taylor Construction	Concrete Curbing	\$ 5,000.00	
5/19/23	52300	Prof & Spec Serv	Tim Taylor Construction	Concrete Curbing 10x20 plot	\$ 8,500.00	
5/5/23	52300	Prof & Spec Serv	C&P Tax Service	Payroll	\$ 55.00	\$ 13,555.00
	52328	Audits				\$ -
	52364	Conferences				\$ -
	52400	Pub/Legal Notices	Twncshp#2 Reimbursement	Bench Craft Co., Ad. Bench at Golf Course		\$ -
5/12/23	52483	Stipends*	B/R/SI/Sm	May 12 meeting	\$ 441.00	\$ 441.00
	52500	Rents, Leases, Equip				\$ -
5/12/2023	52700	Minor Equip	Ione Ace Hardware	Shovel, water nozzles	\$ 40.92	
	52700	Minor Equip				\$ 40.92
	52800	Spec Dept Exp				\$ -
	53000	Utilities				
5/12/23	53000	Utilities	Amador Water Agency	Raw Water	\$ 167.78	
5/5/23	53000	Utilities	Aces Waste Serv	Trash pickup	\$ 47.34	
	53000	Utilities	Amador Water Agency	Treated Water 006405-000		
5/19/2023	53000	Utilities	Ooma	Phone	\$ 27.70	
5/5/2023	53000	Utilities	AT&T	ATT Internet	\$ 53.50	
	53000	Utilities	Pinnacle Alarm	Quarterly		
	53000	Utilities	PG&E	Elec		\$ 296.32
	56110	Bldgs & Improv				
	56110	Bldgs & Improv				\$ -
	56180	Cap Improv Maj Proj				
	56180	Cap Improv Maj Proj				\$ -
	56200	Equipment				\$ -
					<b>TOTAL</b>	<b>\$ 19,130.12</b>
						<b>\$ 19,130.12</b>

\*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				\$ -	
6/2/23	50500	Worker's comp	Golden State Risk Mang Auth	Worker's Comp	\$ 2,476.00	\$ 2,476.00	
	50600	Unemployment				\$ -	
6/2/23	51000	Agri & Landscape	Clark Pest Control	Spray for Bugs	\$ 102.00		
	51000	Agri & Landscape					
	51000	Agri & Landscape					
	51000	Agri & Landscape				\$ 102.00	
	51110	Clothing & Pers Supp				\$ -	
6/2/23	51500	Insurance & Bonds	Golden State Risk Mang Auth	GenLiab/Prop/Crime/MobEquip/Tru-u	\$ 4,314.00		
	51500	Insurance & Bonds				\$ 4,314.00	
6/2/23	51700	Main & Equip	Twنشp#2 Reimbursement	Chevron gasoline	\$ 27.48		
6/16/23	51700	Main & Equip	Twنشp#2 Reimbursement	Chevron gasoline	\$ 24.71		
6/30/23	51700	Main & Equip	Twنشp#2 Reimbursement	Chevron gasoline	\$ 25.15		
	51700	Main & Equip				\$ 77.34	
6/16/23	51800	Main-Bldgs/Improv	Ione Ace Hardware	Adhesive for Mausoleum Plaque	\$ 15.07		
	51800	Main-Bldgs/Improv					
	51800	Main-Bldgs/Improv				\$ 15.07	
6/16/23	52200	Office Supplies	Quill	Machine tape, folders, calc ribbon	\$ 41.76		
6/30/23	52200	Office Supplies	Crystal LaBarre	Mileage reimbursement	\$ 165.72		
	52200	Office Supplies					
	52200	Office Supplies				\$ 207.48	
6/9/23	52300	Prof & Spec Serv	C&P Tax Service	Payroll	\$ 55.00		
	52300	Prof & Spec Serv					
	52300	Prof & Spec Serv				\$ 55.00	
	52328	Audits				\$ -	
	52364	Conferences				\$ -	
	52400	Pub/Legal Notices				\$ -	
6/9/23	52483	Stipends*	R/SI/Sm	June meeting	\$ 330.75	\$ 330.75	
	52500	Rents, Leases, Equip				\$ -	
	52700	Minor Equip					
	52700	Minor Equip				\$ -	
	52800	Spec Dept Exp				\$ -	
6/23/23	53000	Utilities	Twنشp#2 Reimburse for Ooma	Phone	\$ 27.70		
6/23/23	53000	Utilities	Amador Water Agency	05-1080000-1	\$ 64.18		
6/16/23	53000	Utilities	Amador Water Agency	006405-001 raw	\$ 488.63		
6/9/23	53000	Utilities	Aces Waste Serv	Trash pickup	\$ 47.34		
06/02/23	53000	Utilities	Amador Water Agency	05-1080000-1	\$ 64.18		
6/2/2023	53000	Utilities	AT&T	Internet	\$ 107.00		
	53000	Utilities	Pinnacle Alarm	Quarterly			
6/23/2023	53000	Utilities	PG&E	Elec	\$ 104.44		
6/2/2023	53000	Utilities	PG&E	Elec	\$ 88.65	\$ 992.12	
	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				\$ -	
					<b>TOTAL</b>	<b>\$ 11,819.76 \$ 11,819.76</b>	
		*B=Bennets L=Lockhart R=Reed SI=Slayton Sm-Smith					



IONE PUBLIC

CEMETERY

*Est. 1850*