

TOWNSHIP #2 CEMETERY DISTRICT REGULAR MEETING
LOCATION – Cemetery Office, 500 S. Church Street, Lone CA 95640
Thursday, September 8, 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 August 11, 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. Discussion & possible action on policy requirements for concrete work in Allen Hill and Historic part of cemetery.
2. Discuss updates & possible action on new "Cemetery Sign" out by the road.
3. Discuss updates on new proposed Columbarium and surrounding areas.

J. NEW BUSINESS - None

K. ADJOURNMENT

REGULAR TOWNSHIP #2 CEMETERY DISTRICT MEETING
LOCATION – Cemetery Office, 500 S. Church Street, Lone CA 95640
Thursday, August 11, 2022 – 3:00 PM

MINUTES

A. CALLED TO ORDER at 3:02 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: 2

D. PUBLIC COMMENT: None

E. MINUTES of the 7/14/2022 regular meeting

Motion by Don Smith to accept minutes of 7/14/2022 meeting; 2nd by Larry Slayton;
3 Ayes 0 Noes

F. FINANCIAL REPORT

1. Expenditures 8/4/2022 \$11,358.92
2. General Account Balance 8/5/2022 \$157,552.81
3. Endowment Fund Balance 8/5/2022 \$64,670.27
4. Special Project Reserve Account 8/5/2022 \$146,306.34

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

G. OFFICE MANAGER'S REPORT

1. **Plot Sales: 2** – 0 Columbarium Niches, 2 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. No one was interested in attending the CAPC seminar on October 8th.
4. CAPC Conference in the Spring was changed to March 22 to March 25, 2023.
5. New Kiosk Area on front porch.
6. Goal to post on Facebook once a week.

H. GROUNDS MANAGER'S REPORT –

1. Some trees need trimming. Board said it was okay to hire a professional.
2. Installed a wood picket fence behind the bench at the memory garden. Received direction to go ahead and purchase posts to support fence.

I. UNFINISHED BUSINESS:

1. Moved to the beginning of the meeting: Motion was made by Don Smith to accept the proposed bid by Pinnacle Alarm for the cost of equipment and installation of \$5,895. 2nd by Larry Slayton. 3 Ayes 0 Noes
2. Discussion & possible action on policy requirements for concrete work in Allen Hill and Historic part of cemetery. Postponed until September meeting.
3. Discussed new "Cemetery Sign" out by the road. Pam went to the City of Lone and they are requiring a building permit and sign permit. Don is to get bids from two sign companies. They think having the sign portion manufactured first, and then have someone build out the structure and brickwork is the best option.
4. Discussion on Columbarium and surrounding areas included thoughts that it should be on the more level area closer to the office building. The pavilion (shade structure) could have matching roof to office and pillars with bricks to match new sign. Size thought to be about 40'x 40'. Don is to research the City of Lone's shade structure and possibly Sunset View's pavilion.

J. NEW BUSINESS - None

K. ADJOURNMENT: Time 4:21pm

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

DATE	Acct #	Account	Company/Individual	Purpose	Expense	Acct Total
8/24/22	50100	Salary	Actual		\$3,275.00	\$ 3,275.00
8/24/22	50310	FICA	Actual		\$250.53	\$ 250.53
	50400	Group Ins				\$ -
	50500	Worker's comp				\$ -
	50600	Unemployment				\$ -
	51000	Agri & Landscape				
	51000	Agri & Landscape				
	51000	Agri & Landscape				
	51000	Agri & Landscape				\$ -
	51110	Clothing & Pers Supp				
	51110	Clothing & Pers Supp				
	51110	Clothing & Pers Supp				\$ -
	51500	Insurance & Bonds				
	51500	Insurance & Bonds				\$ -
7/15/22	51700	Main & Equip	Ione Ace Hardware	Oil for equipment	\$10.34	
7/15/22	51700	Main & Equip	TwnsHP#2	Chevron gas	\$32.92	
	51700	Main & Equip				
	51700	Main & Equip				\$ 43.26
7/1/22	51800	Main-Bldgs/Improv	Carrot Top Industries	Flag	\$87.03	
7/15/22	51800	Main-Bldgs/Improv	Ione Ace Hardware	Tape for signs	\$8.18	
	51800	Main-Bldgs/Improv				\$ 95.21
7/7/22	52200	Office Supplies	Petty Cash	Ione Market: water	\$1.35	
7/15/22	52200	Office Supplies	TwnsHP#2	Brochure holders	\$53.86	
7/15/22	52200	Office Supplies	TwnsHP#2	Amazon: sign holders	\$25.83	
	52200	Office Supplies				\$ 81.04
7/7/22	52300	Prof & Spec Serv	C&P Tax	Payroll	\$55.00	
7/15/22	52300	Prof & Spec Serv	OM Stone	Clark & Richmond	\$375.00	\$ 430.00
	52328	Audits				\$ -
8/25/22	52364	Conferences	Reimbursement	Training refund	-\$40.00	\$ (40.00)
	52400	Pub/Legal Notices				\$ -
7/15/22	52483	Stipends*	A/B/R/SI/Sm	Board stipends	\$525.00	\$ 525.00
	52500	Rents, Leases, Equip				\$ -
7/15/22	52700	Minor Equip	Etsy	Steel & Wood Table	\$279.07	
	52700	Minor Equip				\$ 279.07
	52800	Spec Dept Exp				\$ -
	53000	Utilities	Ooma Phone Service			
	53000	Utilities	Refund	Unexplained by auditor office		
7/22/22	53000	Utilities	Ooma Phone Service	Phone	\$27.43	
7/22/22	53000	Utilities	Amador Water Agency	Raw Water (006405-001)	\$327.95	
7/15/22	53000	Utilities	Aces Waste Serv	Trash pickup	\$43.97	
07/22/22	53000	Utilities	Amador Water Agency	05-1080000-1	\$59.52	
	53000	Utilities	Ooma Phone Service	Phone		
7/7/2022	53000	Utilities	AT&T	Internet	\$42.80	
7/22/2022	53000	Utilities	Pinnacle Alarm	Quarterly	\$75.00	
7/1/2022	53000	Utilities	PG&E	Elec	\$79.61	\$ 656.28
7/1/2022	56110	Bldgs & Improv	Dave Bunfill Blacktop Ser	Asphalt front entrance	\$1,000.00	
	56110	Bldgs & Improv				\$ 1,000.00
	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	\$6,595.39	\$ -
						\$ 6,595.39

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