

TOWNSHIP #2 CEMETERY DISTRICT REGULAR MEETING
LOCATION – Cemetery Office, 500 S. Church Street, Lone CA 95640
Thursday, September 9, 2021 – 3:00 PM

AGENDA

A. CALL TO ORDER

B. ROLL CALL

Don Smith, Chairman
Pamela Bennetts, Vice Chairman
Larry Slayton, Secretary
Tom Reed, Treasurer
Judy Allen, 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 12, 2021 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. UNFINISHED BUSINESS

1. Discussion/Action: Who can purchase interment rights in Township #2 cemeteries?

H&S Code 9060 and 9061 seems to indicate that only certain people (residents, taxpayers, and eligible non-residents) may be interred. But Section 9069 casts some doubt on that interpretation. Should the board adopt an opinion as policy?

2. Discussion/Action: Policy changes

X-A-iii-1; X-A-iii-2; X-A-iii-3; X-A-iii-4; X-A-iii-5; X-A-iii.6
X-A-vi-2; X-A-vi-3; X-A-vi-4; X-A-vi-8-a; X-A-vi-8-b;
Appendix D; Appendix E; Appendix F; Appendix G

J. NEW BUSINESS

1. Summary of applicants for Grounds Manager Position.

2. Discussion/Action: Money transfer

Proposal to transfer \$80,000 from the general fund to the special projects fund.

At the beginning of the present fiscal year 2021-2022 the district has a balance of approximately \$190,000 in the general fund. Our budget for this fiscal

year is approximately \$110,000. The extra \$80,000 can be transferred without negatively impacting our ability to conduct the business of the district.

K. CLOSED SESSION

1. Pay raise for staff. Discussion/Action

L. OPEN SESSION

1. Results of closed session

M. ADJOURNMENT

REGULAR TOWNSHIP #2 CEMETERY DISTRICT MEETING
LOCATION – Cemetery Office, 500 S. Church Street, Lone CA 95640
Thursday, August 12, 2021 – 3:00 PM
MINUTES

A. CALLED TO ORDER at 3:00 pm

B. ROLL CALL

1. Don Smith
2. Judy Allen
3. Larry Slayton
4. Tom Reed
5. Pamela Bennetts

Staff present: Rich Curran Crystal LaBarre

C. PUBLIC PRESENT: None

D. PUBLIC COMMENT: None

E. MINUTES of the July 8, 2021 regular meeting

1. Motion by Tom Reed to move discussion & clarification of items I2, J1 and J2 to Unfinished Business under August 12, 2021 agenda; 2nd by Judy Allen;

5 Ayes 0 Noes

Motion by Judy Allen to delay motion on 7/8/2021 minutes as read to address corrections on

1. Unfinished Business 2. Fees Multiple Cremains; 2nd by Pamela Bennetts 5 Ayes 0 Noes

F. FINANCIAL REPORT

1. Expenditures 6/18/2021- \$4,784.13 - 7/22/2021 \$4,307.93
2. General Account Balance 8/3/2021 \$190,366.27
3. Endowment Fund Balance 8/3/2021 \$62,535.58
4. Special Project Reserve Account 8/3/2021 \$64,829.36

Motion to accept the financial report by Pamela Bennetts; second by Judy Allen;

Ayes 5 Noes 0

G. OFFICE MANAGER'S REPORT

1. **Plot Sales:** 0 Columbarium Niches, 0 Cremains on Existing Plot, 0 Cremains on Lawn Plot, 1 Casket Plot, Burials for month: 0
2. 2 Banner Styles for fence along highway, Selected Green Banner
3. Reminder to Board to complete Ethics & Sexual Harassment Training

H. GROUNDS MANAGER'S REPORT –

1. \$1,600.00 to blacktop main driveway entrance.
2. Mower repairs completed, cost \$500.00
3. Gave notice to Board that he was retiring in September (1st or 15th)

I. UNFINISHED BUSINESS:

1. Entrance Signs are ready & waiting for payment. Pam will pick up.
2. Tom to submit policy changes for the Opening/Closing fee for multiple cremains at the next board meeting.
3. Clarification on the 15% in the Health & Safety Code 9068 includes all services rendered except the endowment fee.
4. Code 9061 – Tom Reed will submit a flow chart and policy changes at the September board meeting. Motion to accept Tom Reed; second by Judy Allen 5 Ayes 0 Noes

J. NEW BUSINESS

1. Emergency motion by Judy Allen to appoint a committee to screen new applicants for Ground Manager Position; second by Tom Reed 5 Ayes 0 Noes
2. Motion by Tom Reed to appoint Don smith, Pamela Bennetts and Crystal LaBarre to screening committee for Grounds Manager Position; second by Judy Allen 5 Ayes 0 Noes

K. ADJOURNMENT

Motion by Judy Allen to adjourn 4:03pm; 2nd by Pamela Bennetts Ayes 4 Noes 0

Submitted by Township #2 Cemetery Secretary, Donald Larry Slayton

FINANCIAL REPORT

Balance Sheet Fiscal Year 2021-2022											
JULY-DEC			91.67%	83.33%	75%	66.67%	58.33%	50%			
Acct #	Account	Budget	Jul	Aug	Sep	Oct	Nov	Dec	Balance Jul-Dec	Remain Budg	
50100	Salary	\$ 35,000.00	\$ 2,576.29	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -	\$ 29,923.71	85.50%	
50310	FICA	\$ 2,700.00	\$ 197.09	\$ 197.00	\$ -	\$ -	\$ -	\$ -	\$ 2,305.91	85.40%	
50400	Group Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
50500	Worker's comp	\$ 1,950.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,950.00	100.00%	
50600	Unemployment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
	Total Employee Exp	\$ 39,650.00	\$ 2,773.38	\$ 2,697.00	\$ -	\$ -	\$ -	\$ -	\$ 34,179.62	86.20%	
51000	Agricultural/Landscaping	\$ 7,000.00	\$ -	\$ 89.00	\$ -	\$ -	\$ -	\$ -	\$ 6,911.00	98.73%	
51110	Clothing & Per Supp	\$ 250.00	\$ -	\$ 18.95	\$ -	\$ -	\$ -	\$ -	\$ 231.05	92.42%	
51500	Ins	\$ 3,700.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,700.00	100.00%	
51700	Main: Equip	\$ 1,500.00	\$ 63.75	\$ 606.36	\$ -	\$ -	\$ -	\$ -	\$ 829.89	55.33%	
51800	Main: Bldgs/Improv	\$ 1,200.00	\$ 59.08	\$ 225.26	\$ -	\$ -	\$ -	\$ -	\$ 915.66	76.31%	
52200	Office Supp	\$ 1,800.00	\$ 265.74	\$ 224.20	\$ -	\$ -	\$ -	\$ -	\$ 1,310.06	72.78%	
52300	Prof & Spec Serv	\$ 12,000.00	\$ 55.00	\$ 425.00	\$ -	\$ -	\$ -	\$ -	\$ 11,520.00	96.00%	
52328	Audits	\$ 6,250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,250.00	100.00%	
52364	Conferences	\$ 2,400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,400.00	100.00%	
52400	Publications/Legal Notices	\$ 750.00	\$ -	\$ 8.60	\$ -	\$ -	\$ -	\$ -	\$ 741.40	98.85%	
52483	Stipends	\$ 6,000.00	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	83.33%	
52500	Rents, Leases, Equip	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	100.00%	
52700	Minor Equip	\$ 1,500.00	\$ 181.44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,318.56	87.90%	
52800	Spec Depart Exp	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	100.00%	
53000	Utilities	\$ 6,500.00	\$ 922.52	\$ 458.36	\$ -	\$ -	\$ -	\$ -	\$ 5,119.12	78.76%	
	Total Serv/Supp	\$ 51,850.00	\$ 2,047.53	\$ 2,555.73	\$ -	\$ -	\$ -	\$ -	\$ 47,246.74	91.12%	
56110	Bldgs & Improv	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	100.00%	
56180	Capital Improv Maj Proj	\$ 16,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,000.00	100.00%	
56200	Equip	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	100.00%	
	Total Fixed Assets	\$ 18,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,500.00	100.00%	
	TOTAL ALL CAT.	\$ 110,000.00	\$ 4,820.91	\$ 5,252.73	\$ -	\$ -	\$ -	\$ -	\$ 99,926.36	90.84%	

AS OF		BALANCES		REVENUE				Total Revenue	Proj Reserve
		GEN ACCT/Endow		added since previous balance					
8/26/2021		\$ 184,365.21	\$ 62,711.02	Int \$366.19; IVMD \$400; Misc \$300				\$ 1,066.19	\$ 64,907.83
							TOTAL	\$ 1,066.19	\$ 64,907.83

	Acct #	Account	Company/Individual	Purpose	Expense	Acct Total
8/26/21	50100	Salary	Actual		\$ 2,576.29	\$ 2,576.29
8/26/21	50310	FICA	Actual		\$ 197.09	\$ 197.09
	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				\$ -
7/9/21	51700	Main & Equip	Chevron	Gasoline	\$ 24.93	
7/22/21	51700	Main & Equip	Chevron	Gasoline	\$ 38.82	
	51700	Main & Equip				
	51700	Main & Equip				\$ 63.75
7/9/21	51800	Main-Bldgs/Improv	Kreth	Greenstone Road Base	\$ 38.79	
7/16/21	51800	Main-Bldgs/Improv	Ione Ace Hardware	Sprinkler sys, concrete, fasteners	\$ 20.29	
	51800	Main-Bldgs/Improv				\$ 59.08
7/22/21	52200	Office Supplies	Ione Plaza	Water	\$ 10.38	
7/22/21	52200	Office Supplies	Crystal LaBarre	Mileage Reimb	\$ 255.36	
	52200	Office Supplies				
	52200	Office Supplies				\$ 265.74
7/9/21	52300	Prof & Spec Serv	C&P Tax	Payroll	\$ 55.00	
	52300	Prof & Spec Serv				\$ 55.00
	52328	Audits				\$ -
	52400	Pub/Legal Notices				\$ -
7/9/21	52483	Stipends*	A/B/R/Sl/Sm		\$ 500.00	\$ 500.00
	52500	Rents, Leases, Equip				\$ -
7/16/21	52700	Minor Equip	Crescent Memorial	25 gray level markers	\$ 181.44	
	52700	Minor Equip				\$ 181.44
	52800	Spec Dept Exp				\$ -
7/2/21	53000	Utilities	Ooma Phone Service		\$ 27.28	
	53000	Utilities	Refund	Unexplained by auditor office		
	53000	Utilities	Ooma Phone Service			
7/16/21	53000	Utilities	Amador Water Agency	Raw Water (006405-001)	\$ 531.24	
7/9/21	53000	Utilities	Aces Waste Serv	Trash pickup	\$ 43.97	
07/22/21	53000	Utilities	Amador Water Agency	05-1080000-1	\$ 39.63	
7/22/2021	53000	Utilities	Ooma Phone Service	Phone	\$ 27.28	
7/9/2021	53000	Utilities	AT&T	Internet	\$ 21.40	
7/16/2021	53000	Utilities	Pinnacle Alarm	Quarterly	\$ 150.00	
7/2/2021	53000	Utilities	PG&E	Elec	\$ 81.72	\$ 922.52
	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	\$ 4,820.91	\$ -
						\$ 4,820.91

*A=Allen B=Benetts R=Reed Sl=Slayton Sm-Smith

Date Recorded	Acct #	Account	Company/Individual	Purpose	Expense	Acct Total
	50100	Salary	Estimate	Salaries	\$ 2,500.00	\$ 2,500.00
	50310	FICA	Estimate	FICA	\$ 197.00	\$ 197.00
	50400	Group Ins				\$ -
	50500	Worker's comp				\$ -
	50600	Unemployment				\$ -
8/5/21	51000	Agri & Landscape	Clark Pest Control	Spray for bugs	\$ 89.00	
	51000	Agri & Landscape				
	51000	Agri & Landscape				
	51000	Agri & Landscape				\$ 89.00
8/13/21	51110	Clothing & Pers Supp	Ione Ace Hardware	Protector hearing headset & pods	\$ 18.95	\$ 18.95
	51500	Insurance & Bonds				
	51500	Insurance & Bonds				\$ -
8/13/21	51700	Main & Equip	Guy's Saw Center	Repairs and labor Toro Riding Mower	\$ 575.38	
8/13/21	51700	Main & Equip	Ione Ace Hardware	Fasteners for mower	\$ 1.98	
8/20/21	51700	Main & Equip	Twnshp#2 Reimbursement	Chevron, gas for truck	\$ 29.00	
	51700	Main & Equip				\$ 606.36
8/13/21	51800	Main-Bldgs/Improv	Merzlake Signs	Two Entrance Signs	\$ 96.98	
8/20/21	51800	Main-Bldgs/Improv	Meek's Lumber	2 sign posts	\$ 50.85	
8/13/21	51800	Main-Bldgs/Improv	Ione Ace Hardware	Parts repair water line	\$ 42.62	
8/3/21	51800	Main-Bldgs/Improv	Quill	Toilet paper dispenser	\$ 34.81	\$ 225.26
8/13/21	52200	Office Supplies	Quill	Bath tissue pop up notes, pens, toner	\$ 221.20	
8/20/21	52200	Office Supplies	Petty Cash: Ione Markeet	Water dispenser & water	\$ 3.00	
	52200	Office Supplies				
	52200	Office Supplies				\$ 224.20
8/5/21	52300	Prof & Spec Serv	Tim Voss Plumbing	Back flow test	\$ 35.00	
8/5/21	52300	Prof & Spec Serv	OM Stone	Engraving (Fox, Adams)	\$ 390.00	
	52300	Prof & Spec Serv				
	52300	Prof & Spec Serv				\$ 425.00
	52328	Audits				\$ -
8/20/21	52400	Pub/Legal Notices	Ledger Dispatch	Help Wanted; grounds manager	\$ 8.60	\$ 8.60
8/13/21	52483	Stipends*	A/B/R/Sl/Sm		\$ 500.00	\$ 500.00
	52500	Rents, Leases, Equip				\$ -
	52700	Minor Equip				
	52700	Minor Equip				\$ -
	52800	Spec Dept Exp				\$ -
8/13/21	53000	Utilities	Amador Water Agency	Raw Water (006405-001)	\$ 156.06	
	53000	Utilities	Petty Cash: Aces	Dump run		
8/13/21	53000	Utilities	Aces Waste Serv	Trash pickup	\$ 43.97	
08/20/21	53000	Utilities	Amador Water Agency	05-1080000-1	\$ 42.08	
	53000	Utilities	Twnshp#2 Reimbursement	Ooma: Phone service		
8/5/2021	53000	Utilities	AT&T	Internet	\$ 42.80	
	53000	Utilities	Pinnacle Alarm	Quarterly		
	53000	Utilities	Refund	ATT		
8/5/2021	53000	Utilities	PG&E	Elec	\$ 173.45	\$ 458.36
	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	\$ 5,252.73
						\$ 5,252.73

*A=Allen B=Benetts R=Reed Sl=Slayton Sm-Smith