

TOWNSHIP #2 CEMETERY DISTRICT REGULAR MEETING
LOCATION – Cemetery Office, 500 S. Church Street, Lone CA 95640
Thursday, November 9, 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: Paul Muschetto Megan Buchanan

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 October 12, 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. UNFINISHED BUSINESS

1. Discussion on cemetery tours – further study
2. Continued discussion on Lone Memorial District contract
3. Increasing Office Manager hours
4. Cost of curbing

J. NEW BUSINESS

1. Pavilion cost estimate received 11/3/2023

K. ADJOURNMENT

REGULAR TOWNSHIP #2 CEMETERY DISTRICT MEETING
LOCATION – Cemetery Office, 500 S. Church Street, Lone CA 95640
Thursday, October 12, 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 Megan Buchanan
- C. PUBLIC PRESENT: None
- D. PUBLIC COMMENT: None
- E. MINUTES of the 9/14/2023 regular meeting
Motion by Tom Reed to accept minutes of 9/14/2023 meeting; 2nd by Don Smith;
4 Ayes 0 Noes
- F. FINANCIAL REPORT
1. Expenditures 8/31/2023 \$17,069.61
Expenditures 9/28/2023 \$15,844.99 Est.
 2. General Account Balance 9/27/2023 \$187,259.79
 3. Endowment Fund Balance 9/27/2023 \$70,142.18
 4. Special Project Reserve Account 9/27/2023 \$190,803.53
 5. Revenue 9/27/2023 \$4,761.25
- Motion to accept Financial Report by Don Smith; Second by Larry Slayton; Ayes 4 Noes 0
- G. OFFICE MANAGER'S REPORT
1. **Plot Sales: 2** – 2 Columbarium Niches, 0 Cremains on Open Existing Plot, 0 Cremains & 0 casket on Family Plot, 2 Casket Plot, 0 Natural Plot, 0 Mausoleum
 2. **Burials for month: 4**
 - a. 2 Casket – James Watson (M-4-9)
Judith Jones (C-6-7)
 - b. 2 Cremains – Leonard Randolph (C-3-5)
Marian Randolph (C-3-5)
 - c. 0 Natural Burial
 3. Ten interments in just over two months (cemetery average is one per month)
 4. Eight plot sales in the same time period (cemetery average is <2 per month)
 5. Facebook following has increased by more than 81% in less than a month
 6. Families showing increased interest/taking action on ordering headstones for older plots
 7. Mark Jurickovich from Blast It did the most recent columbarium engraving. His workmanship is great, he charged less than OM Stone, and it only took him five days as opposed to OM Stone's three months.
- H. GROUNDS MANAGER'S REPORT
1. Repair water leak in 2-inch main valve; request permission to purchase spare 2-inch valve, permission granted.
- I. UNFINISHED BUSINESS:
1. Discussion on cemetery history and tours.
 2. Information only on Memorial District contract.
- J. NEW BUSINESS:
1. Discussion on cemetery tours – (further study)
 2. Continued discussion on Memorial District contract.
 3. GSRMA Board elections (no interest)
- K. Closed Session: Review of Office Manager's pay adjustment
- L. Open Session: Motion by Tom Reed, 2nd by Don Smith to raise Office Manager salary to \$21/hour as of October 1st as per hiring date. Ayes 4 Noes 0
- M. ADJOURNMENT: Time 4:00pm.
Motion by Tom Reed; Second by Don Smith; Ayes 4 Noes 0

Date Recorded	Acct #	Account	Company/Individual	Purpose	Expense	Acct Total
	50100	Salary	Estimated	Salaries		\$ -
	50310	FICA	Estimated	FICA		\$ -
	50400	Group Ins				\$ -
	50500	Worker's comp		Worker's Comp		\$ -
	50600	Unemployment				\$ -
9/14/23	51000	Agri & Landscape	Ione Ace Hardware	watering can and pest control	\$ 47.38	
9/28/23	51000	Agri & Landscape	Clark	Sparay for bugs & mausoleum flies	\$ 102.00	
	51000	Agri & Landscape				
	51000	Agri & Landscape				\$ 149.38
	51110	Clothing & Pers Supp				\$ -
	51500	Insurance & Bonds		GenLiab/Prop/Crime/MobEquip/Tru-up/GL		
	51500	Insurance & Bonds				\$ -
9/7/23	51700	Main & Equip	Polyguard & Co	Cremaains Urn Vaults	\$ 301.00	
9/14/23	51700	Main & Equip	Twنشp#2 Reimbursement	Golf cart repair	\$ 83.19	
9/28/23	51700	Main & Equip	Twنشp#2 Reimbursement	Chevron gasoline	\$ 28.80	
	51700	Main & Equip				\$ 412.99
9/14/23	51800	Main-Bldgs/Improv	Ione Ace Hardware	cement and paint	\$ 67.47	
9/28/23	51800	Main-Bldgs/Improv	Twنشp#2 Reimbursement	Kreth dirt fill	\$ 172.40	
	51800	Main-Bldgs/Improv				\$ 239.87
9/14/23	52200	Office Supplies	Quill		\$ 151.72	
9/28/23	52200	Office Supplies	Quill		\$ 68.13	
	52200	Office Supplies				
	52200	Office Supplies				\$ 219.85
9/1/23	52300	Prof & Spec Serv	C&P Tax Service	Payroll	\$ 55.00	
9/14/23	52300	Prof & Spec Serv	Tim Taylor	concrete curbing	\$ 5,000.00	
9/21/23	52300	Prof & Spec Serv	OM Stone	niche engraving	\$ 305.00	\$ 5,360.00
	52328	Audits				\$ -
	52364	Conferences				\$ -
	52400	Pub/Legal Notices				\$ -
9/14/23	52483	Stipends*	B/L/R/SI/Sm	Sept meeting	\$ 551.25	\$ 551.25
	52500	Rents, Leases, Equip				\$ -
9/14/23	52700	Minor Equip	Twنشp#2 Reimbursement	Cking acct for berntsen survey markers	\$ 530.59	
	52700	Minor Equip				\$ 530.59
	52800	Spec Dept Exp				\$ -
	53000	Utilities	Twنشp#2 Reimburse for Ooma	Phone		
9/14/23	53000	Utilities	Amador Water Agency	006405-001 raw	\$ 678.43	
9/14/23	53000	Utilities	Aces Waste Serv	Trash pickup	\$ 46.87	
09/21/23	53000	Utilities	Amador Water Agency	05-1080000-1	\$ 73.33	
9/28/2023	53000	Utilities	AT&T	Internet	\$ 53.50	
9/21/2023	53000	Utilities	Pinnacle Alarm	Quarterly	\$ 150.00	
9/28/2023	53000	Utilities	PG&E	Elec	\$ 60.70	\$ 1,062.83
9/1/2023	56110	Bldgs & Improv	Merzlak Signs	Alum. Composite Signs	\$ 3,868.23	
	56110	Bldgs & Improv				
	56110	Bldgs & Improv				\$ 3,868.23
	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	\$ 12,394.99	\$ 12,394.99
		*B=Bennets L=Lockhart R=Reed SI=Slayton Sm-Smith				

Date Recorded	Acct #	Account	Company/Individual	Purpose	Expense	Acct Total
10/31/23	50100	Salary	Estimated	Salaries	\$ 5,800.00	\$ 5,800.00
10/31/23	50310	FICA	Estimated	FICA	\$ 450.00	\$ 450.00
	50400	Group Ins				\$ -
	50500	Worker's comp		Worker's Comp		\$ -
	50600	Unemployment				\$ -
	51000	Agri & Landscape	Clark Pest Control			
	51000	Agri & Landscape				
	51000	Agri & Landscape				
	51000	Agri & Landscape				\$ -
	51110	Clothing & Pers Supp				\$ -
	51500	Insurance & Bonds		GenLiab/Prop/Crime/MobEquip/Tru-up/GL		
	51500	Insurance & Bonds				\$ -
10/19/23	51700	Main & Equip	Twنشp#2 Reimbursement	Chevron gasoline	\$ 29.74	
10/19/23	51700	Main & Equip	Ione Ace Hardware	Golf cart repair supplies	\$ 27.40	
	51700	Main & Equip				
	51700	Main & Equip				\$ 57.14
10/19/23	51800	Main-Bldgs/Improv	Ione Ace Hardware	Supplies for water valve repairs	\$ 278.23	
	51800	Main-Bldgs/Improv				
	51800	Main-Bldgs/Improv				\$ 278.23
10/19/23	52200	Office Supplies	Megan Buchanan	Mileage reimbursement	\$ 165.72	
10/26/23	52200	Office Supplies	Quill	Binders binder clips, paper towels	\$ 197.68	
10/26/23	52200	Office Supplies	Quill	coffer maker, paper cups, coffee/tea	\$ 94.57	
	52200	Office Supplies				\$ 457.97
10/12/23	52300	Prof & Spec Serv	C&P Tax Service	Payroll	\$ 55.00	
10/19/23	52300	Prof & Spec Serv	Blast It	Columbarium engraving	\$ 250.00	
10/26/23	52300	Prof & Spec Serv	Gold Country Backflow	Backflow test	\$ 50.00	\$ 355.00
	52328	Audits				\$ -
	52364	Conferences				\$ -
10/19/23	52400	Pub/Legal Notices	Twنشp#2 Reimbursement	Meta Business Suite	\$ 25.00	
10/12/23	52400	Pub/Legal Notices	Twنشp#2 Reimbursement	Meta Business Suite	\$ 48.00	
10/26/23	52400	Pub/Legal Notices	Twنشp#2 Reimbursement	Meta Business Suite	\$ 6.80	\$ 79.80
10/12/23	52483	Stipends*	B/L/R/SI/Sm	Oct meeting	\$ 551.25	\$ 551.25
	52500	Rents, Leases, Equip				\$ -
	52700	Minor Equip				
	52700	Minor Equip				\$ -
	52800	Spec Dept Exp				\$ -
10/12/23	53000	Utilities	Twنشp#2 Reimburse for Ooma	Phone	\$ 27.70	
10/26/23	53000	Utilities	Twنشp#2 Reimburse for Ooma	Phone	\$ 27.83	
10/19/23	53000	Utilities	Amador Water Agency	006405-001 raw	\$ 429.12	
10/12/23	53000	Utilities	Aces Waste Serv	Trash pickup	\$ 46.87	
	53000	Utilities	Amador Water Agency	05-1080000-1		
10/12/2023	53000	Utilities	AT&T	Internet	\$ 53.50	
10/26/2023	53000	Utilities	PG&E	Elec	\$ 68.91	
						\$ 653.93
	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	\$ 8,683.32	\$ 8,683.32