

TOWNSHIP #2 CEMETERY DISTRICT REGULAR MEETING
LOCATION – Cemetery Office, 500 S. Church Street, Lone CA 95640
Thursday, December 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 November 10, 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. Discuss updates & possible action on new "Cemetery Sign" out by the road.
2. 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, November 10, 2022 – 3:00 PM

MINUTES

- A. CALLED TO ORDER at 3:06 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 [Excused]
- Staff present: Paul Muschetto Crystal LaBarre
- C. PUBLIC PRESENT: 1
- D. PUBLIC COMMENT: None
- E. MINUTES of the 10/13/2022 regular meeting
Motion by Don Smith to accept minutes of 10/13/2022 meeting; 2nd by Tom Reed;
4 Ayes 0 Noes
- F. FINANCIAL REPORT
1. Expenditures 10/26/2022 \$6,051.39. 10/28/2022 \$6,692.56
 2. General Account Balance 10/26/2022 \$111,400.64
 3. Endowment Fund Balance 10/26/2022 \$65,490.87
 4. Special Project Reserve Account 10/26/2022 \$186,987.99
- Motion to accept Financial Report with corrections by Don Smith; Second by Larry Slayton; Ayes 4
Noes 0
- G. OFFICE MANAGER'S REPORT
1. **Plot Sales: 4** – 0 Columbarium Niches, 1 Cremains on Existing Plot, 0 Cremains on Lawn Plot, 1 Casket Plot, 0 Natural Plot, 2 Mausoleum (Cremains)
 2. **Burials for month: 2**– 1 Casket, 1 Cremains, 0 Natural Burial
 3. Mausoleum Trays barely fit crypt. Caskets have to be ordered small. The majority of caskets do not fit in the crypt.
 4. Upcoming CAPC Conference in Seaside at the Embassy Suites Monterey Bay.
 5. Pinnacle Alarm is making progress on the cameras.
- H. GROUNDS MANAGER'S REPORT – Turned water off. Trimmed trees by site for new sign.
- I. UNFINISHED BUSINESS:
1. Updates on Cemetery Sign; Don called Sandy Gulch in West Point. They suggested having the sign before building the brick columns. Pam to ask city who built brick sign coming into town. Don will have cost of sign for next meeting.
 2. No updates on proposed Columbarium and surrounding areas. Pam to coordinate with Don on having a columbarium field rep come out to provide options.
- J. NEW BUSINESS
1. Motion by Tom Reed to hire a qualified person to pre-build concrete curbing for a two plot site and a four plot site in Allen Hill (Section 8) for marketing purposes. To come out the Capital Improvement Budget. Second by Don Smith; Ayes 4 Noes 0.
- K. ADJOURNMENT: Time 4:00pm.
Motion by Tom Reed; Second by Don Smith; Ayes 4 Noes 0

Submitted by Township #2 Cemetery Secretary, Donald Larry Slayton

Date Recorded	Acct #	Account	Company/Individual	Purpose	Expense	Acct Total
10/7/2022	47890		Petty Cash	Change for cash customer	1.25	1.25
12/1/22	50100	Salary	Actual	Salaries	\$ 2,985.00	\$ 2,985.00
12/1/22	50310	FICA	Actual	FICA	\$ 228.34	\$ 228.34
	50400	Group Ins				\$ -
	50500	Worker's comp				\$ -
	50600	Unemployment				\$ -
10/21/22	51000	Agri & Landscape	Ione Ace Hardware	Grass seed, gopher gas, marking	\$ 72.15	
	51000	Agri & Landscape				
	51000	Agri & Landscape				
	51000	Agri & Landscape				\$ 72.15
	51110	Clothing & Pers Supp				\$ -
	51500	Insurance & Bonds				
	51500	Insurance & Bonds				\$ -
10/7/22	51700	Main & Equip	Twncshp#2 Reimbursement	Chevron gas	\$ 34.45	
	51700	Main & Equip				
	51700	Main & Equip				
	51700	Main & Equip				\$ 34.45
10/21/22	51800	Main-Bldgs/Improv	Ione Ace Hardware	Air filter, metal polish	\$ 17.43	
	51800	Main-Bldgs/Improv				
	51800	Main-Bldgs/Improv				\$ 17.43
10/7/22	52200	Office Supplies	Crystal LaBarre	Mileage reimbursement	\$ 186.88	
	52200	Office Supplies				
	52200	Office Supplies				
	52200	Office Supplies				\$ 186.88
10/7/22	52300	Prof & Spec Serv	C&P Tax Service	Payroll	\$ 55.00	
10/21/22	52300	Prof & Spec Serv	Comfort Solutions	A/C Repair	\$ 798.00	\$ 853.00
	52328	Audits				\$ -
10/28/22	52364	Training	Don Smith	Conf Reimb hotel & mileage	\$ 352.90	\$ 352.90
	52400	Pub/Legal Notices				
	52400	Pub/Legal Notices				\$ -
10/14/22	52483	Stipends*	B/SI/Sm	Oct meeting	\$ 315.00	\$ 315.00
	52500	Rents, Leases, Equip				\$ -
10/28/22	52700	Minor Equip	Twncshp#2 Reimbursement	Amazon Vacuum Suction Cup	\$ 56.11	
	52700	Minor Equip				\$ 56.11
	47890					\$ -
10/21/22	53000	Utilities	Amador Water Agency	Raw Water 006405-001	\$ 627.32	
10/21/22	53000	Utilities	Amador Water Agency	Serv Charge/Debt Serv Chrg	\$ 72.06	
10/14/22	53000	Utilities	Aces Waste Serv	Trash pickup	\$ 89.94	
10/21/22	53000	Utilities	Ooma	Phone service	\$ 27.44	
10/7/2022	53000	Utilities	AT&T	Internet	\$ 18.91	
10/7/2022	53000	Utilities	PG&E	Elec	\$ 141.92	
10/28/2022	53000	Utilities	PG&E	Elec	\$ 10.98	\$ 988.57
	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	\$ 6,089.83	\$ 6,089.83
		*B=Bennets L=Lockhart R=Reed SI=Slayton Sm-Smith				

Date Recorded	Acct #	Account	Company/Individual	Purpose	Expense	Acct Total
	50100	Salary	Estimate	Salaries	\$ 3,500.00	\$ 3,500.00
	50310	FICA	Estimate	FICA	\$ 270.00	\$ 270.00
	50400	Group Ins				\$ -
	50500	Worker's comp				\$ -
	50600	Unemployment				\$ -
	51000	Agri & Landscape				
	51000	Agri & Landscape	Clark Pest Control	Spray for bugs		
	51000	Agri & Landscape				
	51000	Agri & Landscape				\$ -
	51110	Clothing & Pers Supp				\$ -
	51500	Insurance & Bonds				
	51500	Insurance & Bonds				\$ -
11/4/22	51700	Main & Equip	Twnshp #2 Reimbursement	Chevron/Texaco Gasoline	\$ 60.02	
11/18/22	51700	Main & Equip	Twnshp #2 Reimbursement	Chevron/Texaco Gasoline	\$ 26.86	
	51700	Main & Equip				
	51700	Main & Equip				\$ 86.88
	51800	Main-Bldgs/Improv				
	51800	Main-Bldgs/Improv				
	51800	Main-Bldgs/Improv				\$ -
11/18/22	52200	Office Supplies	Quill	Air Freshener, canisters/batt mausole	\$ 82.17	
	52200	Office Supplies				
	52200	Office Supplies				
	52200	Office Supplies				\$ 82.17
11/10/22	52300	Prof & Spec Serv	CAPC	Annual dues	\$ 67.00	
11/10/22	52300	Prof & Spec Serv	C&P Tax Service	Payroll	\$ 55.00	
11/10/22	52300	Prof & Spec Serv	Amador Tree Service	Remove dead oak	\$ 1,400.00	\$ 1,522.00
	52328	Audits				\$ -
	52400	Pub/Legal Notices				\$ -
11/10/22	52483	Stipends*	B/R/SI/Sm	November	\$ 420.00	\$ 420.00
	52500	Rents, Leases, Equip				\$ -
	52700	Minor Equip				
	52700	Minor Equip				\$ -
	52800	Spec Dept Exp				\$ -
	53000	Utilities	Aces Waste Serv	Dump charge		
11/4/22	53000	Utilities	Amador Water Agency	#006405-001 Raw Water	\$ 445.16	
11/10/22	53000	Utilities	Aces Waste Serv	Trash pickup	\$ 43.97	
11/18/22	53000	Utilities	Amador Water Agency	05-1080000-1	\$ 64.18	
	53000	Utilities	Ooma	Phone		
11/4/2022	53000	Utilities	AT&T	Internet	\$ 63.49	
	53000	Utilities	Pinnacle Alarm	Quarterly		
	53000	Utilities	PG&E	Elec		\$ 616.80
	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	\$ 6,497.85
						\$ 6,497.85

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