

Due to the size of the Cemetery Office, we will be able to hold our meeting and maintain more than a 6 foot physical distance. If you wish to join the meeting by phone, please call (209) 274-0274

TOWNSHIP #2 CEMETERY DISTRICT REGULAR MEETING
LOCATION – Cemetery Office, 500 S. Church Street, Ione CA 95640
Thursday, December 10, 2020 – 3:00 PM

AGENDA

A. CALL TO ORDER

B. ROLL CALL

Don Smith, Chairman
Judy Allen, Vice Chairman
Larry Slayton, Secretary
Tom Reed, Treasurer
Pamela Bennetts, 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 12, 2020 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

a. Approve pricing for curbing in Allen Hill section submitted by Tim Taylor Discussion / Action

J. NEW BUSINESS

a. Possible Action: Hire attorney to aide in hiring process for new manager.

K. CLOSED SESSION

a. Contract renegotiation with IVMD. Pursuant to Government Code 54957
b. Personnel matter: Regarding contract negotiation for new manager. Pursuant to Government Code 54957.

L. ADJOURNMENT

REGULAR TOWNSHIP #2 CEMETERY DISTRICT MEETING
LOCATION – Cemetery Office, 500 S. Church Street, Ione CA 95640
Thursday, November 12, 2020 – 3:00 PM

MINUTES

A. CALLED TO ORDER at 3:03 pm

B. ROLL CALL

1. Don Smith
2. Judy Allen [*Excused absence*]
3. Larry Slayton
4. Tom Reed
5. Pamela Bennetts

Staff present: Carole Meltzer Rich Curran

C. PUBLIC PRESENT: Alice Slayton

D. PUBLIC COMMENT: None

E. MINUTES of the October 8, 2020 regular meeting

1. Motion by Tom Reed to accept the minutes as read; 2nd by Pam Bennetts; 3 Ayes 0 Noes

F. FINANCIAL REPORT

1. Expenditures 9/29/20 \$4,991.78 10/23/20 \$3,498.33
2. General Account Balance 10/28/2020 \$116,640.59
3. Endowment Fund Balance 10/28/2020 \$59,655.08
4. Special Project Reserve (Columbarium) 10/28/20 \$61,053.48

Motion to accept the financial report by Larry Slayton; second by Pamela Bennetts; Ayes 4 Noes 0

G. OFFICE MANAGER'S REPORT

1. Cemetery email accounts
2. Researched and recommend the option of having credit card point of sales with Square
 - a) As local government, we are allowed to pass the CC cost to the customer. It would be 3.51%
 - b) There is no annual fee
 - c) It would mean more bank activity
3. Plot Sales: 0
4. Burials for month – 1
 - i. Casket: 0
 - ii. Cremains: 1

Item 1: Board email addresses updated

Item 2: Board gave direction to Office Manager to go ahead with a.b.c.

H. GROUNDS MANAGER'S REPORT – New water line installed to Section 8

I. UNFINISHED BUSINESS

1. Board to review price schedule for burial sites at December meeting

J. NEW BUSINESS – Agenda item for next meeting-Closed Session for personnel and hiring policy and review Memorial District contract

K. ADJOURNMENT

1. Motion by Larry Slayton to adjourn 4:00; 2nd by Don Smith Ayes 4 Noes 0

Submitted by Township #2 Cemetery Secretary, Larry Slayton

Financial Report

Balance Sheet Fiscal Year 2020-2021										
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	\$ 31,900.00	\$ 2,788.73	\$ 2,529.94	\$ 1,969.88	\$ 2,394.76	\$ 2,400.00	\$ -	\$ 19,816.69	62.12%
50310	FICA	\$ 2,480.00	\$ 213.34	\$ 193.54	\$ 150.71	\$ 183.19	\$ 185.00	\$ -	\$ 1,554.22	62.67%
50400	Group Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
50500	Worker's comp	\$ 1,950.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,950.00	100.00%
50600	Unemployment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Total Employee Exp	\$ 36,330.00	\$ 3,002.07	\$ 2,723.48	\$ 2,120.59	\$ 2,577.95	\$ 2,585.00	\$ -	\$ 23,320.91	64.19%
51000	Agricultural/Landscaping	\$ 7,000.00	\$ -	\$ 87.00	\$ 1,139.00	\$ -	\$ 1,052.00	\$ -	\$ 4,722.00	67.46%
51110	Clothing & Per Supp	\$ 250.00	\$ 25.71	\$ -	\$ 12.97	\$ -	\$ -	\$ -	\$ 211.32	84.53%
51500	Ins	\$ 3,700.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,700.00	100.00%
51700	Main: Equip	\$ 1,000.00	\$ 19.72	\$ -	\$ 40.85	\$ 166.42	\$ 10.77	\$ -	\$ 762.24	76.22%
51800	Main: Bldgs/Improv	\$ 1,200.00	\$ 175.76	\$ 368.22	\$ 178.65	\$ 34.95	\$ 358.20	\$ -	\$ 84.22	7.02%
52200	Office Supp	\$ 1,800.00	\$ 459.29	\$ 76.50	\$ -	\$ 23.58	\$ -	\$ -	\$ 1,240.63	68.92%
52300	Prof & Spec Serv	\$ 12,000.00	\$ 1,755.00	\$ 135.00	\$ 405.00	\$ 55.00	\$ 87.00	\$ -	\$ 9,563.00	79.69%
52328	Audits	\$ 6,250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,250.00	100.00%
52364	Conferences	\$ 1,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200.00	100.00%
52400	Publications/Legal Notices	\$ 750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750.00	100.00%
52483	Stipends	\$ 6,000.00	\$ -	\$ 400.00	\$ 400.00	\$ 300.00	\$ 400.00	\$ -	\$ 4,500.00	75.00%
52500	Rents, Leases, Equip	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ 158.70	\$ -	\$ 341.30	68.26%
52700	Minor Equip	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 26.93	\$ -	\$ -	\$ 1,473.07	98.20%
52800	Spec Depart Exp	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	100.00%
53000	Utilities	\$ 6,500.00	\$ 523.22	\$ 808.67	\$ 694.72	\$ 698.95	\$ 710.03	\$ -	\$ 3,064.41	47.14%
	Total Serv/Supp	\$ 50,150.00	\$ 2,958.70	\$ 1,875.39	\$ 2,871.19	\$ 1,305.83	\$ 2,776.70	\$ -	\$ 38,362.19	76.49%
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.	\$ 104,980.00	\$ 5,960.77	\$ 4,598.87	\$ 4,991.78	\$ 3,883.78	\$ 5,361.70	\$ -	\$ 80,183.10	76.38%