

TOWNSHIP #2 CEMETERY DISTRICT REGULAR MEETING
LOCATION – Cemetery Office, 500 S. Church Street, Lone CA 95640
Thursday, December 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, Stephanie Ward to assume position

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 11, 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. None

J. NEW BUSINESS

1. Presentation of Financial Reports for FY 2020 & 2021 by Cathy Castillo, CPA.
2. Policy to reflect Quick Guide referencing 2 cremains on a casket burial (2 alongside in Mausoleum) in all sections except "Natural Burial" which allows 1 cremains on top of full body burial.
Discussion & Action
3. Shall the district provide special pricing or free plots & fees for infant burials? And shall a place be designated in the cemetery? Options to use smaller unusable plots in the lawn. Plots A-14-13 (by fence), B-12-7, B-6-16, B-7-16, C-2-11 (by Gazebo), C-2-10 (by Gazebo), C-4-10, C-4-11, and D-4-(1-9) are designated unusable plots. Discussion & possible action
4. Information regarding unused plots (Pre-paid plots) in our policy. Discussion

K. ADJOURNMENT

REGULAR TOWNSHIP #2 CEMETERY DISTRICT MEETING
LOCATION – Cemetery Office, 500 S. Church Street, Lone CA 95640
Thursday, November 11, 2021 – 3:00 PM

MINUTES

A. CALLED TO ORDER at 3:03 pm

B. ROLL CALL

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

Staff present: Paul Muschetto Crystal LaBarre

C. PUBLIC PRESENT: Alice Slayton

D. PUBLIC COMMENT:

E. MINUTES of the 10/21/2021 regular meetings

1. Corrections to 10/21/2021 Minutes
B.2 – Replace Stephanie Ward with Judy Allen who was absent.
C – Add Stephanie Ward to Public Present
E – Adjust Ayes to 4
F – Second by Don Smith, change Ayes to 4
K – Second by Pamela Bennetts, change Ayes to 4
Motion by Tom Reed to accept minutes as corrected for 10/21/2021; 2nd by Pamela Bennetts; 4 Ayes 0 Noes

F. FINANCIAL REPORT

1. Expenditures 10/25/2021- \$9,239.26 - 10/29/2021 \$1,890.96
2. General Account Balance 10/25/2021 \$174,361.49
3. Endowment Fund Balance 10/25/2021 \$63,451.02
4. Special Project Reserve Account 10/25/2021 \$65,577.83

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

G. OFFICE MANAGER'S REPORT

1. **Plot Sales: 0** – 0 Columbarium Niches, 0 Cremains on Existing Plot, 0 Cremains on Lawn Plot, 0 Casket Plot, 0 Natural Plot,
2. **Burials for month: 1** – 1 Casket, 0 Cremains, 0 Natural Burial
3. Completed all tasks related to Independent Audit
4. Installed new color printer.
5. VFW Post is too busy with parades and poppy drives to put up flags for Veteran's Day

H. GROUNDS MANAGER'S REPORT –

1. First full month is going well. Flagging Markers in lawn. Found sunken graves & filling in. (Hazard) Repair damaged concrete on grave site.

I. UNFINISHED BUSINESS:

1. All full body remains must be contained in a casket/coffin except in the Natural Burial Section. Motion by Tom Reed to accept; second by Larry Slayton; Ayes 3 Noes 1; Roll Call: Don Smith Aye, Pamela Bennetts No, Larry Slayton Aye, Tom Reed Aye.

J. NEW BUSINESS

1. Change to Cemetery Policy X. General Operations, A. Interment, ix. Casket/Coffin Required, 1. Except in the natural burial section, all full-body remains must be contained within a casket or coffin, which must be enclosed in either a liner or vault. Include definitions: **Liner**: A burial liner is similar to a burial vault, but does not have a bottom.

Vault: A burial vault encloses a coffin on all four sides, the top, and the bottom. Modern burial vaults may be lowered into the grave, and the coffin lowered into the vault followed by the vault lid, which is then sealed to the rest of the vault. Or, the bottom section is lowered, the casket placed on top of it, then the rest of the vault attached to the bottom section and sealed.

Motion by Tom Reed to accept changes to policy; second by Pamela Bennetts,
Ayes 4 Noes 0

2. The cost of a Double Deep Full-Body Burial in a single plot is \$750.00 plus \$200.00 for double deep site. Motion by Pamela Bennetts; second by Tom Reed; Ayes 4 Noes 0

K. ADJOURNMENT: Time 4:28pm

Motion by Tom Reed; Second by Pamela Bennetts; Ayes 4 Noes 0

Submitted by Township #2 Cemetery Secretary, Donald Larry Slayton

Date Recorded	Acct #	Account	Company/Individual	Purpose	Expense	Acct Total
12/1/21	50100	Salary	Actual	Salaries	\$ 2,603.75	\$ 2,603.75
12/1/21	50310	FICA	Actual	FICA	\$ 199.19	\$ 199.19
	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				\$ -
	51500	Insurance & Bonds				
	51500	Insurance & Bonds				\$ -
10/1/21	51700	Main & Equip				
10/8/21	51700	Main & Equip	Ione Ace Hardware	Line trimmer, fasteners, mower pa	\$ 50.02	
10/26/21	51700	Main & Equip	Twnshp#2 Reimbursement	Gas for truck	\$ 43.25	
	51700	Main & Equip				\$ 93.27
10/8/21	51800	Main-Bldgs/Improv	Ione Ace Hardware	Concrete, edger, mortar, etc	\$ 52.53	
	51800	Main-Bldgs/Improv				
	51800	Main-Bldgs/Improv				\$ 52.53
10/29/21	52200	Office Supplies	Crystal LaBarre	Mileage reimbursement	\$ 181.44	
	52200	Office Supplies				
	52200	Office Supplies				
	52200	Office Supplies				\$ 181.44
10/22/21	52300	Prof & Spec Serv	C&P Tax Service	Payroll	\$ 55.00	
10/22/21	52300	Prof & Spec Serv	OM Stone	Niche engravings	\$ 370.00	\$ 425.00
	52328	Audits				\$ -
10/22/21	52364	Training	Misc	Refund Hotel Conf	\$ (133.78)	\$ (133.78)
	52400	Pub/Legal Notices				
	52400	Pub/Legal Notices				\$ -
10/2/21	52483	Stipends*	B/R/Sl/Sm	Oct meeting	\$ 400.00	\$ 400.00
	52500	Rents, Leases, Equip				\$ -
	52700	Minor Equip				
	52700	Minor Equip				\$ -
	52800	Spec Dept Exp				\$ -
10/22/21	53000	Utilities	Amador Water Agency	Raw Water 006405-001	\$ 361.11	
10/22/21	53000	Utilities	Amador Water Agency	Serv Charge/Debt Serv Chrg	\$ 57.19	
10/8/21	53000	Utilities	Aces Waste Serv	Trash pickup	\$ 43.97	
10/22/21	53000	Utilities	Ooma	Phone service	\$ 27.28	
10/8/2021	53000	Utilities	AT&T	Internet	\$ 42.80	
10/29/2021	53000	Utilities	PG&E	Elec	\$ 68.59	
	53000	Utilities				\$ 600.94
	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	\$ 4,422.34	\$ 4,422.34

*B=Benetts R=Reed Sl=Slayton Sm=Smith W=Ward

Date Recorded	Acct #	Account	Company/Individual	Purpose	Expense	Acct Total	
	50100	Salary	Estimate		\$ 2,600.00	\$ 2,600.00	
	50310	FICA	Estimate		\$ 200.00	\$ 200.00	
	50400	Group Ins				\$ -	
	50500	Worker's comp				\$ -	
	50600	Unemployment				\$ -	
	51000	Agri & Landscape					
11/19/21	51000	Agri & Landscape	Clark Pest Control	Spray for bugs	\$ 89.00		
	51000	Agri & Landscape					
	51000	Agri & Landscape				\$ 89.00	
	51110	Clothing & Pers Supp				\$ -	
	51500	Insurance & Bonds					
	51500	Insurance & Bonds				\$ -	
11/5/21	51700	Main & Equip	Twncshp #2 Reimbursement	Chevron/Texaco Gasoline			
11/19/21	51700	Main & Equip	lone Ace Hardware	Broom handle	\$ 13.34		
11/19/21	51700	Main & Equip	Twncshp #2 Reimbursement	Chevron/Texaco Gasoline	\$ 29.42		
	51700	Main & Equip				\$ 42.76	
11/19/21	51800	Main-Bldgs/Improv	lone Ace Hardware	Gopher bait & gas	\$ 37.25		
	51800	Main-Bldgs/Improv	M&M Door	Replace broken hinges BR doors			
	51800	Main-Bldgs/Improv				\$ 37.25	
11/5/21	52200	Office Supplies	Quill	Stapler, tape dispenser, etc.	\$ 39.28		
11/19/21	52200	Office Supplies	Petty Cash	Water for office	\$ 2.00		
	52200	Office Supplies					
	52200	Office Supplies				\$ 41.28	
11/5/21	52300	Prof & Spec Serv	CAPC	Annual dues	\$ 32.00		
11/5/21	52300	Prof & Spec Serv	C&P Tax Service	Payroll	\$ 55.00		
	52300	Prof & Spec Serv				\$ 87.00	
	52328	Audits				\$ -	
	52400	Pub/Legal Notices				\$ -	
11/12/21	52483	Stipends*	B/R/Sl/Sm	November	\$ 400.00	\$ 400.00	
	52500	Rents, Leases, Equip	lone Ace Hardware	Ditch digger for water line		\$ -	
11/5/21	52700	Minor Equip	Quill	Epson Color Printer	\$ 206.48		
11/19/21	52700	Minor Equip	lone Ace Hardware	8' Ladder	\$ 140.07	\$ 346.55	
	52800	Spec Dept Exp				\$ -	
	53000	Utilities	Aces Waste Serv	Dump charge			
11/12/21	53000	Utilities	Amador Water Agency	#006405-001 Raw Water	\$ 318.86		
11/12/21	53000	Utilities	Aces Waste Serv	Trash pickup	\$ 43.97		
11/19/21	53000	Utilities	Amador Water Agency	05-1080000-1	\$ 57.19		
	53000	Utilities	Ooma	Phone			
11/12/2021	53000	Utilities	AT&T	Internet	\$ 42.80		
	53000	Utilities	Pinnacle Alarm	Quarterly			
	53000	Utilities	PG&E	Elec		\$ 462.82	
	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	\$ 4,306.66	
						\$ 4,306.66	
		*A=Allen B=Benetts R=Reed Sl=Slayton Sm-Smith					

INFANT BURIAL COST COMPARISON

CEMETERY	INFANT - IN GROUND INTERMENT	CHILD - IN GROUND INTERMENT	ENDOWMENT FEE
Orange County Cemetery District	\$350		\$425
North County Cemetery District	\$697	\$877	
Newcastle, Rocklin Gold Hill Cemetery District	\$95	\$195 - \$450	\$70 - \$140
Lompoc Cemetery District	\$405		\$160
Live Oak Cemetery District	\$350		\$200
Fair Oaks Cemetery	\$400		\$200
City of Pacific Grove		\$2,311	\$561
Evergreen East, Central Valley Cemetery District	\$300		\$150
Cayucos-Morro Bay Cemetery	\$450		\$350
Carpinteria Cemetery District	\$2,000 (Holds 2 remains)		