

**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. Masks are required.**

TOWNSHIP #2 CEMETERY DISTRICT REGULAR MEETING  
LOCATION – Cemetery Office, 500 S. Church Street, Ione CA 95640  
Thursday, March 11, 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 February 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

J. NEW BUSINESS

K. ADJOURNMENT

REGULAR TOWNSHIP #2 CEMETERY DISTRICT MEETING  
LOCATION – Cemetery Office, 500 S. Church Street, Ione CA 95640  
Thursday, February 11, 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:  Carole Meltzer  Rich Curran

C. PUBLIC PRESENT: None

D. PUBLIC COMMENT: None

E. MINUTES of the January 14, 2021 regular meeting

1. Motion by Tom Reed to accept the minutes as read; 2nd by Pam Bennetts; 5 Ayes 0 Noes

F. FINANCIAL REPORT

1. Expenditures 1/28/21 \$4,491.67 12/23/20 \$3,757.20
2. General Account Balance 1/31/2021 \$161,569.87
3. Endowment Fund Balance 1/31/2021 \$60,345.54
4. Special Project Reserve (Columbarium) 12/22/20 \$62,049.86

Motion to accept the financial report by Judy Allen; second by Pam Bennetts; Ayes 5 Noes 0

G. OFFICE MANAGER'S REPORT

1. Credit Card received card reader
2. Plot Sales: 0
3. Burials for month: 2
4. Casket: 0
5. Cremains 2

H. GROUNDS MANAGER'S REPORT – Railing for gazebo ready to install

I. UNFINISHED BUSINESS

1. Election of Officers for 2021
  - i. Judy Allen motioned to carry over existing officers to 2021 calendar year: Chair-Donald Smith; V. Chair-Pamela Bennetts; Secretary-Larry Slayton; Treasurer-Tom Reed; Director-Judy Allen 2<sup>nd</sup> by Pam Bennetts Carried 5 Ayes 0 Noes

J. NEW BUSINESS – None

K. CLOSED SESSION

1. Personnel: review job applicants for new Office Manager

L. OPEN SESSION

1. Motion by Pam Bennetts, 2<sup>nd</sup> by Judy Allen new hire to be notified by review committee starting date of employment March 1, 2021

M. ADJOURNMENT

1. Motion by Pam Bennetts to adjourn 3:27; 2<sup>nd</sup> by Judy Allen Ayes 5 Noes 0

Submitted by Township #2 Cemetery Secretary, Larry Slayton

Financial Report

JAN-JUN			43%	33%	25.00%	17.00%	8.00%	0%		
Acct #	Account	Budget	Jan	Feb	Mar	Apr	5	Jun	Balance Jul-Jun	Remain Budg
50100	Salary	\$ 31,900.00	\$ 2,425.66	\$ 3,600.00	\$ -	\$ -	\$ -	\$ -	\$ 11,810.95	37.02%
50310	FICA	\$ 2,480.00	\$ 185.56	\$ 270.00	\$ -	\$ -	\$ -	\$ -	\$ 948.57	38.25%
50400	Group Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
50500	Worker's comp	\$ 1,950.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,950.00	100.00%
50600	Unemployment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	<b>Total Employee Exp</b>	<b>\$ 36,330.00</b>	<b>\$ 2,611.22</b>	<b>\$ 3,870.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,709.52</b>	<b>40.49%</b>
51000	Agril/Landscaping	\$ 7,000.00	\$ -	\$ 87.00	\$ -	\$ -	\$ -	\$ -	\$ 4,548.00	64.97%
51110	Clothing & Per Supp	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 211.32	84.53%
51500	Ins	\$ 3,700.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,700.00	100.00%
51700	Main: Equip	\$ 1,000.00	\$ 11.54	\$ 82.63	\$ -	\$ -	\$ -	\$ -	\$ 475.72	47.57%
51800	Main: Bldgs/Improv	\$ 1,200.00	\$ -	\$ 220.07	\$ -	\$ -	\$ -	\$ -	\$ (187.66)	-15.64%
52200	Office Supp	\$ 1,800.00	\$ 614.24	\$ 57.30	\$ -	\$ -	\$ -	\$ -	\$ 569.09	31.62%
52300	Prof & Spec Serv	\$ 12,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,118.00	75.98%
52328	Audits	\$ 6,250.00	\$ 90.00	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ 5,910.00	94.56%
52364	Conferences	\$ 1,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200.00	100.00%
52400	Publications/Legal Notice	\$ 750.00	\$ 64.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 685.30	91.37%
52483	Stipends	\$ 6,000.00	\$ 400.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ 3,100.00	51.67%
52500	Rents, Leases, Equip	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 341.30	68.26%
52700	Minor Equip	\$ 1,500.00	\$ -	\$ 77.20	\$ -	\$ -	\$ -	\$ -	\$ 1,387.69	92.51%
52800	Spec Depart Exp	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	100.00%
53000	Utilities	\$ 6,500.00	\$ 386.91	\$ 412.30	\$ -	\$ -	\$ -	\$ -	\$ 1,896.76	29.18%
	<b>Total Serv/Supp</b>	<b>\$ 50,150.00</b>	<b>\$ 1,567.39</b>	<b>\$ 1,686.50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 33,455.52</b>	<b>66.71%</b>
56110	Bldgs & Improv	\$ 1,500.00	\$ -	\$ 1,195.27	\$ -	\$ -	\$ -	\$ -	\$ 304.73	20.32%
56180	Capital Improv Maj Proj	\$ 16,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,000.00	100.00%
56200	Equip	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	100.00%
	<b>Total Fixed Assets</b>	<b>\$ 18,500.00</b>	<b>\$ -</b>	<b>\$ 1,195.27</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 17,304.73</b>	<b>93.54%</b>
	<b>TOTAL ALL CAT.</b>	<b>\$ 104,980.00</b>	<b>\$ 4,178.61</b>	<b>\$ 6,751.77</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 65,469.77</b>	<b>62.36%</b>

AS OF	BALANCES		REVENUE		Total Revenue	Proj Reserve
	GEN ACCT/Endow		added since previous balance			
8/6/2020	\$ 169,570.93	\$ 59,013.34	End of fiscal year 19-20			\$ 20,975.15
8/31/2020	\$ 122,700.85	\$ 59,430.08	Int \$894.63; IVMD \$400; Misc \$488.75		\$ 1,783.75	\$ 61,053.48
9/23/2020	\$ 119,075.43	\$ 59,430.08	IVMD \$400; Misc \$50		\$ 450.00	\$ 61,053.48
10/28/2020	\$ 116,640.59	\$ 59,655.08	IVMD \$400; Misc \$1175		\$ 1,575.00	\$ 61,053.48
11/23/2020	\$ 114,522.17	\$ 60,345.54	Misc \$2,220; CurrUnsec \$1,312.89; Int \$1,189.27; IVMD \$400		\$ 5,122.16	\$ 62,389.86
12/22/2020	\$ 115,247.75	\$ 60,345.54	CurrSec\$5,853; IVMD\$400		\$ 6,253.00	\$ 62,389.86
1/31/2021	\$ 161,569.87	\$ 60,345.54	CurrSec\$48,679.89; StHOProp\$180.58; IVMD \$400		\$ 49,260.47	\$ 62,049.86
2/24/2021	\$ 158,909.33	\$ 60,778.65	Int \$524.71; StHomeProp \$421.36; IVMD \$400; Misc \$1,492.50		\$ 2,838.57	\$ 63,080.63
					<b>TOTAL</b>	<b>\$ 67,282.95</b>
						<b>\$ 63,080.63</b>