

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

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 9, 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.*

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

1. Action to raise stipends from \$105 a month to \$110.25 which is a 5% raise allotted per year.

K. ADJOURNMENT

REGULAR TOWNSHIP #2 CEMETERY DISTRICT MEETING  
LOCATION – Cemetery Office, 500 S. Church Street, Ione CA 95640  
Thursday, February 9, 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  Crystal LaBarre
- C. PUBLIC PRESENT: 1
- D. PUBLIC COMMENT: None
- E. MINUTES of the 1/12/2023 regular meeting  
Motion by Tom Reed to accept minutes of 1/12/2023 meeting; 2nd by Laurie Lockhart;  
5 Ayes 0 Noes
- F. FINANCIAL REPORT
1. Expenditures 1/27/2023 \$6,498.16
  2. General Account Balance 1/26/2023 \$168,856.03
  3. Endowment Fund Balance 1/26/2023 \$66,281.15
  4. Special Project Reserve Account 1/26/2023 \$187,286.73
- Motion to accept Financial Report by Don Smith; Second by Laurie Lockhart; Ayes 5 Noes 0
- G. OFFICE MANAGER'S REPORT
1. **Plot Sales: 2 – 0** Columbarium Niches, 6 Cremains on Family Plot, 0 Cremains on Lawn Plot, 0 Casket Plot, 0 Natural Plot, 0 Mausoleum
  2. **Burials for month: 0– 0** Casket, 0 Cremains, 0 Natural Burial
  3. Met with Tim Taylor on concrete in Allen Hill. He will let me know when he can start.
  4. Bank of Marin called Larry Slayton saying the credit card had been compromised and disabled. Larry went into the bank with documentation and resolved the issue. A vendor had double charged for a couple purchases, but they also credited back the account. The bank enabled the card.
- H. GROUNDS MANAGER'S REPORT –The brush is cut up from the storms. Need a 30 foot section of top railing for the fence. Brought in his tractor and evened out the dirt piles.
- I. UNFINISHED BUSINESS:
1. Updates on Cemetery Sign; Don ordered the sign and it should take 2-3 weeks for production. Don will pick up the sign and they will invoice the cemetery.
  2. Updates on proposed Columbarium and surrounding areas. The project reserve looks good to seriously start planning in the next few months. Possibly start with the Pavilion and ground work for Columbarium and area. Crystal to research companies.
  3. A motion by Don Smith to accept the modified drawing of curbing and policy for Section 8 (Allen Hill). Tom Reed amended by adding 4' to the "Maximum above-ground height", Second by Laurie Lockhart; Ayes 5 Noes 0
- J. NEW BUSINESS:
1. Clarification of Disc Golf Request. Pam Bennetts went to the Park & Recreation meeting and there is a disagreement on the property lines surrounding Howard Park. Because they are not clear, the Parks and Rec department is doing more research.
- K. ADJOURNMENT: Time 3:48pm.  
Motion by Tom Reed; Second by Laurie Lockhart; Ayes 5 Noes 0

Submitted by Township #2 Cemetery Secretary, Donald Larry Slayton



Date Recorded	Acct #	Account	Company/Individual	Purpose	Expense	Acct Total
2/28/23	50100	Salary	Actual	Salaries	\$ 2,995.00	\$ 2,995.00
2/28/23	50310	FICA	Actual	FiCA	\$ 229.12	\$ 229.12
	50400	Group Ins				\$ -
	50500	Worker's comp				\$ -
	50600	Unemployment				\$ -
1/13/23	51000	Agri & Landscape	Clark Pest Control	Spray for bugs	\$ 94.00	
1/27/23	51000	Agri & Landscape	Petty Cash	Burn permit	\$ 9.00	
	51000	Agri & Landscape				
	51000	Agri & Landscape				\$ 103.00
	51110	Clothing & Pers Supp				\$ -
	51500	Insurance & Bonds				
	51500	Insurance & Bonds				\$ -
	51700	Main & Equip	lone Ace Hardware	Oil for equipment		
1/6/23	51700	Main & Equip	Twtnshp#2 Chevron	Gas for equipment	\$ 23.72	
	51700	Main & Equip	Twtnshp#2	?		
	51700	Main & Equip				\$ 23.72
1/13/23	51800	Main-Bldgs/Improv	lone Ace Hardware	Rain gauge & Epoxy	\$ 13.13	
1/20/23	51800	Main-Bldgs/Improv	Twtnshp#2 Walmart	Brackets for fence posts	\$ 77.26	
	51800	Main-Bldgs/Improv				\$ 90.39
1/6/23	52200	Office Supplies	Crystal LaBarre	Mileage Reimbursement	\$ 189.38	
1/20/23	52200	Office Supplies	Quill	Binder, paper clips, tape, ink	\$ 82.87	
1/20/23	52200	Office Supplies	CAPC	Calendars	\$ 20.00	
1/27/23	52200	Office Supplies	Twtnshp2 Carbonite	2-year cloud storage	\$ 547.18	
1/20/23	52200	Office Supplies	Petty Cash	lone Market water for dispenser	\$ 3.50	\$ 842.93
	52300	Prof & Spec Serv	lone Business Assoc	Annual Membership		
1/6/23	52300	Prof & Spec Serv	C&P Tax Services	payroll	\$ 55.00	
	52300	Prof & Spec Serv				
	52300	Prof & Spec Serv				\$ 55.00
	52328	Audits				\$ -
	52400	Pub/Legal Notices	Twtnshp#2 Ledger Dispatch	Employment Ad Manager Position		\$ -
1/13/23	52483	Stipends*	B/R/SI/Sm	January	\$ 420.00	\$ 420.00
	52500	Rents, Leases, Equip				\$ -
	52700	Minor Equip				
	52700	Minor Equip				\$ -
	52800	Spec Dept Exp				\$ -
1/20/23	53000	Utilities	Twtnshp#2 Ooma	Phone	\$ 27.52	
1/20/23	53000	Utilities	Amador Water Agency	006405-000	\$ 68.12	
1/13/23	53000	Utilities	Aces Waste Serv	Trash pickup	\$ 47.34	
01/13/23	53000	Utilities	Amador Water Agency	006405-001 (raw)	\$ 142.94	
	53000	Utilities	Ooma (Twtnshp#2 Reimb)	Phone		
1/6/2023	53000	Utilities	AT&T	Internet	\$ 53.50	
1/6/2023	53000	Utilities	Pinnacle Alarm	Security Monitoring	\$ 150.00	
1/13/2023	53000	Utilities	Kamps Propane	Propane	\$ 603.35	
1/27/2023	53000	Utilities	PG&E	Elec	\$ 102.83	\$ 1,195.60
	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				\$ -
					<b>TOTAL</b>	<b>\$ 5,954.76</b>
						<b>\$ 5,954.76</b>

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

Date Recorded	Acct #	Account	Company/Individual	Purpose	Expense	Acct Total
	50100	Salary	Estimate		\$ 3,500.00	\$ 3,500.00
	50310	FICA	Estimate		\$ 240.00	\$ 240.00
	50400	Group Ins				\$ -
	50500	Worker's comp				\$ -
	50600	Unemployment				\$ -
	51000	Agri & Landscape	Clark Pest Control	Spray for bugs		
	51000	Agri & Landscape				
	51000	Agri & Landscape				
	51000	Agri & Landscape				\$ -
	51110	Clothing & Pers Supp				\$ -
	51500	Insurance & Bonds				
	51500	Insurance & Bonds				\$ -
2/3/23	51700	Main & Equip	Twنشp#2	Chevron	\$ 24.91	
2/17/23	51700	Main & Equip	Ione Ace Hardware	Chain saw blade & oil	\$ 35.54	
	51700	Main & Equip				
	51700	Main & Equip				\$ 60.45
2/17/23	51800	Main-Bldgs/Improv	Ione Ace Hardware	Fence Repair	\$ 5.38	
	51800	Main-Bldgs/Improv				
	51800	Main-Bldgs/Improv				
	51800	Main-Bldgs/Improv				\$ 5.38
	52200	Office Supplies	Twنشp#2 Reimbursement PC	USPS stamps		
	52200	Office Supplies	Twنشp#2 Reimbursement PC	Drinking water for office		
	52200	Office Supplies				
	52200	Office Supplies				\$ -
2/10/23	52300	Prof & Spec Serv	C&P Tax Serv	Payroll	\$ 55.00	
	52300	Prof & Spec Serv	OM Stone	Niche engravings		
	52300	Prof & Spec Serv				
	52300	Prof & Spec Serv				\$ 55.00
	52328	Audits				\$ -
	52400	Pub/Legal Notices				\$ -
2/10/23	52483	Stipends*	B/L/R/SI/Sm	Feb	\$ 525.00	\$ 525.00
	52500	Rents, Leases, Equip				\$ -
	52700	Minor Equip	Ione Ace Hardware	Pruning blade		
	52700	Minor Equip				\$ -
	52800	Spec Dept Exp				\$ -
2/17/23	53000	Utilities	Amador Water Agency	00645-000	\$ 64.18	
2/10/23	53000	Utilities	Aces Waste Serv	96 gallon service	\$ 47.34	
02/10/23	53000	Utilities	Amador Water Agency	006405-001 (raw)	\$ 136.73	
2/24/2023	53000	Utilities	Ooma	Phone (Reimb for Cking Acct)	\$ 27.52	
2/3/2023	53000	Utilities	AT&T (Twنشp #2)	Internet (Reimb for Cking Acct)	\$ 43.51	
	53000	Utilities	Kamps Propane	Propane refill		
	53000	Utilities	Pinnacle Alarm	Quarterly		
2/24/2023	53000	Utilities	PG&E	Electricity	\$ 93.27	\$ 412.55
	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				\$ -
					<b>TOTAL</b>	<b>\$ 4,798.38 \$ 4,798.38</b>
		*B=Bennets L=Lockhart R=Reed SI=Slayton Sm-Smith				