

TOWNSHIP #2 CEMETERY DISTRICT REGULAR MEETING
LOCATION – Cemetery Office, 500 S. Church Street, Lone CA 95640
Thursday, April 13, 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 March 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 & action on new "Cemetery Sign" out by the road.
2. Discuss updates on new proposed Pavilion and surrounding areas. Action to proceed with Landscape Designer or Landscape Architect.

J. NEW BUSINESS

1. Discussion and action to allow transfer of one plot to another location in the cemetery.
2. Review & discuss proposed FY2024 Budget.

K. ADJOURNMENT

REGULAR TOWNSHIP #2 CEMETERY DISTRICT MEETING
LOCATION – Cemetery Office, 500 S. Church Street, Lone CA 95640
Thursday, March 9, 2023 – 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 Arrived at 3:13pm
 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 2/9/2023 regular meeting
Motion by Don Smith to accept minutes of 2/9/2023 meeting; 2nd by Pam Bennetts;
3 Ayes 0 Noes
- F. FINANCIAL REPORT [Moved after G.) Office Manager and H.) Grounds Manager's Report]
1. Expenditures 1/27/2023 \$5,954.76, 2/24/2023 \$4,978.38
 2. General Account Balance 2/28/2023 \$165,807.20
 3. Endowment Fund Balance 2/28/2023 \$67,262.59
 4. Special Project Reserve Account 2/28/2023 \$188,734.97
- Motion to accept Financial Report by Don Smith; Second by Larry Slayton; Ayes 4 Noes 0
- G. OFFICE MANAGER'S REPORT
1. **Plot Sales: 4** – 0 Columbarium Niches, 2 Cremains on Open Existing Plot, 3 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. Working with customer to install 1200 pound headstone.
 4. Spoke to Tim Taylor and he can build the columns for the cemetery sign once it arrives and also begin the curbing on the family plots.
- H. GROUNDS MANAGER'S REPORT – Brush is pretty much burnt. Cleaning along the fence line and clearing brush. Fertilized lawn. Waiting to repair chain link fence until the ground hardens.
- I. UNFINISHED BUSINESS:
1. Updates on Cemetery Sign; Don called the sign company and left a message to see when sign would be finished. He will call again in a week.
 2. Updates on proposed new Columbarium and surrounding areas; Pam reported that we received a quote from a Landscape Architect for ~\$19,000 to design. We also had a zoom meeting with a Landscape Contractor who can design and build. He said they could draw up a design for under \$3,000-4,000 and then the design can be put out to bid. They would use their own subs and there would be a 3-4 month lead time. They also had good ratings on Yelp. The Contractor still needs to talk to his designer and will get back to us by next Tuesday. Tom Reed stated that the design work can come from the Capital Improvement Major Project FUND. Paul to look into the septic for parking on the other side.
- J. NEW BUSINESS:
1. Motion by Tom Reed to raise stipends from \$105 a month to \$110.25 which is a 5% raise allotted per year. Second by Don Smith; Ayes 4 Noes 0
- K. ADJOURNMENT: Time 3:55pm.
Motion by Don Smith; Second by Tom Reed; Ayes 4 Noes 0

Submitted by Township #2 Cemetery Secretary, Donald Larry Slayton

Date Recorded	Acct #	Account	Company/Individual	Purpose	Expense	Acct Total
4/6/23	50100	Salary	Actual		\$ 3,265.00	\$ 3,265.00
4/6/23	50310	FICA	Actual		\$ 249.78	\$ 249.78
	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	Twnshp#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	Twnshp#2 Reimbursement PC	USPS stamps		
	52200	Office Supplies	Twnshp#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 (Twnshp #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				\$ -
					TOTAL	\$ 4,573.16
						\$ 4,573.16

*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				\$ -
3/17/23	51000	Agri & Landscape	Clark Pest Control	Spray for bugs	\$ 94.00	
3/17/23	51000	Agri & Landscape	Clark Pest Control	Spray for weeds	\$ 1,128.00	
3/17/23	51000	Agri & Landscape	Ione Ace Hardware	Lawn fertilizer	\$ 59.26	
	51000	Agri & Landscape				\$ 1,281.26
	51110	Clothing & Pers Supp	Ione Ace Hardware	Gloves		\$ -
	51500	Insurance & Bonds				
	51500	Insurance & Bonds				\$ -
3/10/23	51700	Main & Equip	Twtnshp#2 Reimbursement	Chevron gas	\$ 25.23	
3/17/23	51700	Main & Equip	Ione Ace Hardware	Oil mix	\$ 21.53	
3/31/23	51700	Main & Equip	Twtnshp#2 Reimbursement	Chevron gas	\$ 24.85	
	51700	Main & Equip				\$ 71.61
	51800	Main-Bldgs/Improv	Ione Ace Hardware	Sealant, rake, putty knife, paint, hose, etc		
	51800	Main-Bldgs/Improv				
	51800	Main-Bldgs/Improv				\$ -
3/31/23	52200	Office Supplies	NewCom Tech	Software maintenance annual renewa	\$ 350.00	
3/31/23	52200	Office Supplies	Petty Cash	USPS stamps	\$ 37.80	
	52200	Office Supplies				
	52200	Office Supplies				
	52200	Office Supplies				\$ 387.80
3/10/23	52300	Prof & Spec Serv	C&P Tax Service	Payroll	\$ 55.00	
	52300	Prof & Spec Serv				\$ 55.00
	52328	Audits				\$ -
	52364	Conferences				
	52364	Conferences				\$ -
	52400	Pub/Legal Notices				\$ -
3/10/23	52483	Stipends*	B/R/SI/Sm	March Meeting	\$ 420.00	\$ 420.00
	52500	Rents, Leases, Equip				\$ -
	52700	Minor Equip	Ione Ace Hardware	Saw/Dril bits		
	52700	Minor Equip				\$ -
	52800	Spec Dept Exp				\$ -
3/31/23	53000	Utilities	AT&T	Internet	\$ 53.50	
3/24/23	53000	Utilities	Amador Water Agency	006405-000	\$ 68.12	
3/10/23	53000	Utilities	Aces Waste Serv	Trash pickup	\$ 47.34	
	53000	Utilities	Aces Waste Serv	Dump run		
03/17/23	53000	Utilities	Amador Water Agency	006405-001 Raw	\$ 132.59	
3/24/2023	53000	Utilities	Ooma	Phone	\$ 27.52	
3/10/2023	53000	Utilities	AT&T	Internet	\$ 53.50	
	53000	Utilities	Pinnacle Alarm	Quarterly		
	53000	Utilities	PG&E	Elec		\$ 382.57
	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	\$ 6,338.24
						\$ 6,338.24

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

