TOWNSHIP #2 CEMETERY DISTRICT REGULAR MEETING LOCATION – Cemetery Office, 500 S. Church Street, Ione CA 95640 Thursday, April 14, 2022 – 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 10, 2022 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 UNFINISHED BUSINESS

- 1. Discussion & possible action on proposed policy changes regarding X. General Operations, A. Interment, ii. General Provisions, vi. Section 8, #1-6
- I. NEW BUSINESS
 - First Reading of 2022-23 Budget
 - 2. Discussion & possible action on proposed policy additions about Mausoleum.
 - 3. Discussion & possible action on advertising on holes at Castle Oaks Golf Course
- J. ADJOURNMENT

REGULAR TOWNSHIP #2 CEMETERY DISTRICT MEETING LOCATION – Cemetery Office, 500 S. Church Street, Ione CA 95640 Thursday, March 10, 2022 – 3:00 PM

MINUTES

- A. CALLED TO ORDER at 3:00 pm
- B. ROLL CALL
 - 1. ⊠ Don Smith
 - 2.

 Open Position
 - 3. ⊠ Larry Slayton
 - 4. ☐ Tom Reed
 - 5.

 Pamela Bennetts

Staff present: ⊠ Paul Muschetto ⊠ Crystal LaBarre

- C. PUBLIC PRESENT: Laurie Lockhart
- D. PUBLIC COMMENT: Laurie stated it was an honor to be involved with the community.
- E. MINUTES of the 2/10/2022 regular meeting

Motion by Don Smith to accept minutes of 2/10/2022 meeting; 2nd by Pamela Bennetts; 3 Ayes 0 Noes

- F. FINANCIAL REPORT
 - 1. Expenditures 1/21/2022- \$4,273.56 2/0/2022 \$4,324.95
 - 2. General Account Balance 3/1/2022 \$133,055.22
 - 3. Endowment Fund Balance 3/1/2022 \$64,445.42
 - 4. Special Project Reserve Account 3/1/2022 \$146,944.73

Motion to accept the financial report by Don Smith; second by Larry Slayton;

Ayes 3 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: 0 0 Casket, 0 Cremains, 0 Natural Burial
 - 3. Bank of Marin sent "Business Banking Conversion Kit". Our waived fees account will be rolled into the new account. They also sent new business bank card for Larry Slayton.
- H. GROUNDS MANAGER'S REPORT There are lots of weeds popping up. He is tearing out a tree stump by the Mausoleum. The Board thought it would be good to replace open area with grass.
- I. UNFINISHED BUSINESS:
 - 1. Approved proposed policy changes regarding X. General Operations, A. Interment, xii. Multiple Interments in a Single Plot, #5. No more than (4) four urns may be interred in a single burial plot. Each urn must be covered with an approved name plaque and meet all of the conditions stated above. All applicable fees will be charged for each interment (inurnment). Each urn must be buried to the depth described by law (H&S Code 8113.1). Each urn must be positioned at least six (6) inches from any edge of the plot. Motion by Don Smith; Second by Larry Slayton; Ayes 3 Noes 0
 - 2. Change the description of Natural Burial Markers in the price list to reflect what is written in the policy. Motion by Don Smith, Second by Larry Slayton; Ayes 3 Noes 0
- J. NEW BUSINESS
 - 1. Approved proposed policy changes regarding X. General Operations, A. Interment, ii. General Provisions.
 - a. v. Sections 0-7B (Historic Burial Area)
 - 1. No double-depth burials are allowed in these sections.
 - 2. All grave markers in these sections must be approved by the board of directors, and may be required to blend in with the historic nature of this area.

- b. Tabled proposed policy changes regarding X. General
 Operations, A. Interment, ii. General Provisions, vi. Section 8, #1-6 until next meeting April 14, 2022.
- c. Approved policy changes regarding X. General Operation, A. Internment, ii General Provisions, vii Sections A,B,C,D,E
 - 1. Plots may be purchased for single caskets, double-deep caskets, and/or up to (4) four urns.
 - 2. Markers must be ground level.

Motion by Don Smith, Second by Larry Slayton; Ayes 3, Noes 0

- 2. Approved proposed policy changes regarding X. General Operations, A. Interment, ii. General Provisions, #1-5.
 - ii. General Provisions (H&S Code 8113.1)
 - 1. Except as provided in X.A.ii.2,3,4 below, there shall be no less than 18 inches of dirt or turf on top of all vaults, caskets, urns, or other enclosures of human remains as measured at the time of burial.
 - 2. Cremated remains placed in an urn or urn vault and covered with at least three-quarters of an inch of concrete, brass, granite, marble, or metal, affixed to the urn or urn vault shall be exempt from the requirement of X.A.ii.1 above.
 - 3. In the case of consensual double burials, the casket or vault that is on top shall be covered with at least 12 inches of dirt or turf as measured at the time of burial
 - 4. In the case of extreme hardship, upon request of the next of kin or other person responsible for making the burial arrangements for the deceased, a burial of less than 18", but not less than 12" may be provided.
 - 5. Excluding the Natural Burial Section, all full body remains must be contained in a casket or coffin.

Motion by Larry Slayton, Second by Don Smith; Ayes 3 Noes 0

- 3. Approved proposed policy changes regarding X. General Operations, C. Payroll Procedure. *Payroll Procedure: Board and staff shall follow the procedures included in Appendix F, adopted by the Board on February 9, 2017.* Motion by Don Smith, Second by Larry Slayton: Ayes 3 Noes 0
- 4. Approved proposed policy changes regarding Appendix D. Addition to "Single Plot." For a 2^{nd} casket: \$200 + Endowment fee

Motion by Don Smith, Second by Larry Slayton; Ayes 3 Noes 0

- K. CLOSED SESSION Grounds Manager wage discussion
- L. OPEN SESSION ACTION Motion by Don Smith to increase Grounds Manager wage to \$20.00 per hour, second by Larry Slayton; Ayes 3 Noes 0
- M. ADJOURNMENT: Time 4:17pmMotion by Don Smith; Second by Larry Slayton; Ayes 3 Noes 0

Submitted by Township #2 Cemetery Secretary, Donald Larry Slayton

FINANCIAL REPORT

JAN-JU	IN				43%	33%		25.00%		17.00%		8.00%		0%				
Acct #	Account		Budget		Jan	Feb		Mar		Apr		May		Jun	Bala	nce Jul-Jun	Rei	main Budg
	Salary	\$	31,900.00	\$		\$ 2,861.03	\$	2,800.00	\$		\$	•	\$	_	\$	10,757.43		33.72%
	FICA	\$	2,480.00	\$	216.92	218.87		215.00	\$		\$		\$	_	\$	844.63		34.06%
50400	Group Insurance	\$		\$		\$ 	\$		\$		\$		\$	_	\$			
50500	Worker's comp	\$	1,950.00	\$	_	\$ _	\$	_	\$		\$		\$	_	\$	322.00		16.51%
50600	Unemployment	\$.,000.00	\$	_	\$ _	\$	_	\$		\$		\$	_	\$	-		10.017
00000	Total Employee Exp		36,330.00	\$	3,052.52	\$ 3,079.90	\$	3,015.00	\$		\$		\$	-	\$	11,924.06		32.82%
51000	Agri/Landscaping	\$	7,000.00	\$		\$ 89.00	\$	1,074.00	\$		\$		\$	_	\$	4,384.28		62.63%
51110	Clothing & Per Supp	\$	250.00	\$	04.20	\$ -	\$	1,074.00	\$		\$		\$		\$	231.05		92.42%
51500	Ins	\$	3,700.00	\$		\$ _	\$		\$		\$		\$		\$	1,596.00		43.14%
51700	Main: Equip	\$	1,000.00	\$	61.43	\$ 30.59	\$	12.91	\$		\$		\$		\$	451.85		45.19%
51800	Main: Bldgs/Improv	\$	1,200.00	\$	01.40	\$ -	\$	149.49	\$		\$		\$		\$	574.63		47.89%
52200	Office Supp	\$	1,800.00	\$	161.81	\$ 49.65		233.75	\$		\$		\$		\$	569.60		31.64%
52300		\$	12,000.00	\$		\$ 565.00	\$	55.00	\$		\$		\$					
	Prof & Spec Serv					\$		55.00							\$	10,079.34		83.99%
52328	Audits	\$	6,250.00	\$	-	-	\$	-	\$		\$		\$		\$	(250.00)		-4.00%
52364	Conferences	\$	1,200.00	\$	-	\$ -	\$	-	\$		\$		\$	-	\$	2,400.00		200.00%
52400	Publications/Legal Notices	\$	750.00	\$	-	\$ -	\$	-	\$		\$		\$	-	\$	657.01		87.60%
52483	Stipends	\$	6,000.00	\$	300.00	\$ 400.00	\$	300.00	\$		\$		\$	-	\$	2,400.00		40.00%
52500	Rents, Leases, Equip	\$	500.00	\$	-	\$ -	\$	-	\$		\$		\$	-	\$	500.00		100.00%
52700	Minor Equip	\$	1,500.00	\$	-	\$ 14.00	\$	-	\$		\$		\$	-	\$	351.00		23.40%
52800	Spec Depart Exp	\$	500.00	\$		\$ -	\$		\$		\$		\$	-	\$	500.00		100.00%
53000	Utilities	\$	6,500.00	\$	558.60	\$ 261.71	\$	503.65	\$		\$		\$	-	\$	1,393.92		21.44%
	Total Serv/Supp		50,150.00	\$	1,221.04	\$ 1,409.95	\$	2,328.80	\$		\$		\$	-	\$	25,838.68		51.52%
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	\$	4,273.56	\$ 4,489.85	\$	5,343.80	\$	-	\$	-	\$	-	\$	56,262.74		53.59%
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	8/26/2021	Ė	•		62,711.02					\$500						1,066.19	-	
	9/27/2021 10/25/2021	\$	182,350.15 174,361.49	\$	63,226.02 63,451.02	MD \$400; PI MD \$400; N									\$	3,217.50 1,700.00	\$	65,577.83 65,577.83
	12/1/2021	\$	92,832.63	\$	63,522.68				2 :	31; Int\$355.	1∩	<u> </u>			\$	2,347.41	\$	145,651.94
	12/1/2021	\$	96,022.23	\$	63,697.68					31; III.\$355 2; IVMD \$80					\$	6,682.00		145,281.94
	1/26/2021	\$	141,993.96	\$	63,997.68					2, IVIVID 380 184.80; IVM			\$1 S	20	\$	54,622.61	ڔ	146,901.94
	3/1/2022	\$	133,005.22	\$	64,445.42					1; IVMD\$400				,_0	\$	3,598.34		146,944.73
	3/23/2022	\$	133,150.75	\$	64,445.42					00; Misc. \$2					\$	1,977.16		146,434.73
	0, 10, 1011	_	100,100.70	Υ	0.,	.pp		. 20,		56) III.56.					Υ	2,577120		210,101170
													то	TAL	\$	75,211.21		146,944.73

Date Recorded	Acct #	Account	Company/Individual	Purpose		cpense	ct Total
3/1/22	50100	Salary	Actual			2,861.03	2,861.03
3/1/22	50310	FICA	Actual		\$	218.87	\$ 218.87
	50400	Group Ins					\$ -
	50500	Worker's comp					\$ -
	50600	Unemployment		_	_		\$ -
2/4/22	51000	Agri & Landscape	Clark Pest Control	Spray for bugs	\$	89.00	
	51000	Agri & Landscape					
	51000	Agri & Landscape					
	51000	Agri & Landscape					\$ 89.00
	51110	Clothing & Pers Supp					\$ -
	51500	Insurance & Bonds					
	51500	Insurance & Bonds					\$ -
2/18/22	51700	Main & Equp	Twnshp#2	Shell gasoline	\$	30.59	
	51700	Main & Equp					
	51700	Main & Equp					
	51700	Main & Equp			\bot		\$ 30.59
	51800	Main-Bldgs/Improv					
	51800	Main-Bldgs/Improv					
	51800	Main-Bldgs/Improv					
	51800	Main-Bldgs/Improv					\$ -
2/4/22	52200	Office Supplies	Twnshp#2 Reimbursement PC	USPS stamps	\$	46.40	
2/18/22	52200	Office Supplies	Twnshp#2 Reimbursement PC	Drinking water for office	\$	3.25	
	52200	Office Supplies					
	52200	Office Supplies					\$ 49.65
2/4/22	52300	Prof & Spec Serv	C&P Tax Serv	Payroll	\$	55.00	
2/4/22	52300	Prof & Spec Serv	OM Stone	Niche engravings	\$	510.00	
	52300	Prof & Spec Serv					
	52300	Prof & Spec Serv					\$ 565.00
	52328	Audits					\$ -
	52400	Pub/Legal Notices					\$ -
2/11/22	52483	Stipends*	B/R/SI/Sm	Feb	\$	400.00	\$ 400.00
	52500	Rents, Leases, Equip					\$ -
2/18/22	52700	Minor Equip	Ione Ace Hardware	Pruning blade	\$	14.00	
	52700	Minor Equip					\$ 14.00
	52800	Spec Dept Exp					\$ -
2/18/22	53000	Utilities	Amador Water Agency	00645-000	\$	57.19	
2/11/22	53000	Utilities	Aces Waste Serv	96 gallon service	\$	43.97	
02/11/22	53000	Utilities	Amador Water Agency	006405-001 (raw)	\$	117.75	
	53000	Utilities	Ooma	Phone (Reimb for Cking Acct)			
2/11/2022	53000	Utilities	AT&T (Twnshp #2)	Internet (Reimb for Cking Acct)	\$	42.80	
	53000	Utilities	Kamps Propane	Propane refill			
	53000	Utilities	Pinnacle Alarm	Quarterly			
	53000	Utilities					\$ 261.71
	56110	Bldgs & Improv					
	56110	Bldgs & Improv					
	56110	Bldgs & Improv					\$ -
	56180	Cap Improv Maj Proj					
	56180	Cap Improv Maj Proj					
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	56180	Cap Improv Maj Proj					
	56180	Cap Improv Maj Proj					\$ -
		Equipment					\$ _
		1- P		TO	ΓΛΙ ¢	4,489.85	4,489.85

Date Recorded	Acct #	Account	Company/Individual	Purpose	Expense	A	cct Total
	50100	Salary	Estimate		\$ 2,800.00	\$	2,800.00
	50310	FICA	Estimate		\$ 215.00	\$	215.00
	50400	Group Ins				\$	-
	50500	Worker's comp				\$	-
	50600	Unemployment				\$	-
3/17/22	51000	Agri & Landscape	Clark Pest Control	Spray for weeds	\$ 1,074.00		
	51000	Agri & Landscape					
	51000	Agri & Landscape					
	51000	Agri & Landscape				\$	1,074.00
	51110	Clothing & Pers Supp	Ione Ace Hardware	Gloves		\$	-
	51500	Insurance & Bonds					
	51500	Insurance & Bonds				\$	-
3/11/22	51700	Main & Equp	Ione Ace Hardware	Wire Brushes for drill	\$ 12.91		
	51700	Main & Equp					
	51700	Main & Equp					
	51700	Main & Equp				\$	12.91
3/11/22	51800	Main-Bldgs/Improv	Ione Ace Hardware	Sealant, rake, putty knife, paint, hose,	\$ 149.49		
-,,		Main-Bldgs/Improv		, , , , , , , , , , , , , , , , , , , ,	,		
		Main-Bldgs/Improv				\$	149.49
3/11/22		Office Supplies	Ione Ace Hardware	Bathroom soap, potting soil	\$ 19.37		
3/11/22	52200	Office Supplies	Quill	Toner, paper towels, chocolate, etc.	\$ 214.38		
0, 11, 11	52200	Office Supplies	- Cam	romen, paper to wens, and contact, etc.	φ 22σο		
	52200	Office Supplies					
	52200	Office Supplies				\$	233.75
3/17/22	52300	Prof & Spec Serv	C&P Tax Service	Payroll	\$ 55.00	7	233.73
3/11/22	52300	Prof & Spec Serv	CGI TOX SCIVICE	T dyron	Ş 33.00	\$	55.00
	52328	Audits				\$	- 33.00
	52364	Conferences				٠	<u> </u>
	52364	Conferences				\$	
		Pub/Legal Notices				\$	<u> </u>
3/11/22	52483	Stipends*	B/SI/Sm	March Monting	\$ 300.00	\$	300.00
3/11/22		i '	6/3//3//	March Meeting	\$ 500.00	\$	300.00
	52500	Rents, Leases, Equip Minor Equip	Iono Aco Hardwaro	Saw/Dril hite		Þ	-
	52700		Ione Ace Hardware	Saw/Dril bits		_	
		Minor Equip				\$	<u> </u>
2/47/22		Spec Dept Exp	DC0.5	et.	ć 70.00	>	-
3/17/22	53000	Utilities	PG&E	Elec	\$ 70.80		
3/17/22	53000	Utilities	Amador Water Agency	006405-000	\$ 57.19		
3/11/22	53000	Utilities	Aces Waste Serv	Trash pickup	\$ 43.97		
02/11/22	53000	Utilities	Aces Waste Serv	Dump run	A 40: :-		
03/11/22		Utilities	Amador Water Agency	006405-001 Raw	\$ 121.13		
3/4/2022	53000	Utilities	Ooma	Phone	\$ 27.41		
3/11/2022	53000	Utilities	AT&T	Internet	\$ 42.80		
	53000	Utilities	Pinnacle Alarm	Quarterly			
3/4/2022	53000	Utilities	PG&E	Elec	\$ 140.35	\$	503.65
		Bldgs & Improv					
		Bldgs & Improv					
		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	\$ 5,343.80	\$	5,343.80
			Reed SI=Slayton Sm-Smith				

		21-	-22 Fiscal Yr	22-23	Proposed Budget 2021	/22				
Acct #	Account		Budget	Proposed						
50100	Salary	\$	31,900.00	\$ 31,900.00						
50310	FICA	\$	2,480.00	\$ 2,480.00	Income	Yea	ar			
50400	Group Insurance	\$	-	\$ -	Source	18-19	19-20	20-21	21-22 (4/1/22	Projected
50500	Worker's comp	\$	1,950.00	\$ 1,950.00	Current Secured	\$94,921.30	\$96,438.67	\$103,725.48	\$58,199.81	\$116,000.00
50600	Unemployment	\$	-	\$ -	Current Unsecured	\$1,228.15	\$1,375.46	\$1,312.89	\$1,692.31	\$1,700.00
					Prior Unsecured	\$22.43	\$61.82			
	Total Employee Exp	\$	36,330.00	\$36,330.00	Supplemental Roll	\$2,052.97	\$848.79	\$957.56	\$1,377.16	\$1,400.00
51000	Agri/Landscaping	\$	7,000.00	\$6,000.00	Delinquent Supplementa	\$114.19	\$125.27	\$143.82		
51110	Clothing & Per Supp	\$	250.00	\$ 250.00	Interest	\$1,985.98	\$3,429.80	\$680.52	\$829.67	\$900.00
51500	Ins	\$	3,700.00	\$ 3,700.00	St Homeowners Prop	\$1,123.68	\$590.20	\$180.58	\$616.01	\$600.00
51700	Main: Equip	\$	1,000.00	\$ 1,000.00	St Mandated Cost					
51800	Main: Bldgs/Improv	\$	1,200.00	\$ 1,200.00	Charge for Ser (IVMD)	\$4,000.00	\$4,800.00	\$3,200.00	\$3,200.00	\$4,800.00
52200	Office Supp	\$	1,800.00	\$ 1,800.00	Misc (plots, serv)	\$16,994.50	\$11,566.25	\$9,898.50	\$9,646.25	\$10,000.00
52300	Prof & Spec Serv	\$	12,000.00	\$10,000.00	Other		\$1,723.77			
52328	Audits	\$	6,250.00	\$6,500.00	TOTAL	\$122,443.20	\$120,960.03	\$120,099.35	\$75,561.21	\$135,400.00
52364	Conferences	\$	1,200.00	\$ 1,200.00						
52400	Publications/Legal Notices	\$	750.00	\$ 750.00	Anticipated Monthly Exp	for Mar, Apr,	May, Jun: \$12,	120		
52483	Stipends	\$	6,000.00	\$ 6,000.00	Year-to-Date Exp (throug					
52500	Rents, Leases, Equip	\$	500.00	\$ 500.00	Anticipated Exp 21-22: \$	60,258				
52700	Minor Equip	\$	1,500.00		Anticipated Budget Balar	•				
52800	Spec Depart Exp	\$	500.00	\$ 500.00	Anticipated Gen Acct Bal	ance:				
53000	Utilities	\$	6,500.00	\$7,000.00			12,120 = \$121	030 + \$59,000	0 = \$179,030	
	Total Serv/Supp	\$	50,150.00	\$47,900.00	The 21-22 budget was al	out \$45,000 r	nore than anti	cipated expens	ies.	
56110	Bldgs & Improv	\$	1,500.00	\$ 1,500.00	We did not use any of th					ve could cut
56180	Capital Improv Maj Proj	\$	16,000.00	\$ 16,000.00			t of the budge			
56200	Equip	\$	1,000.00		With end of year balance				spec. project f	und.
	Total Fixed Assets		18,500.00		Anticipated special proje					
	TOTAL ALL CAT.	\$	104,980.00	\$102,730.00		ĺ	,			
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Discussion and possible action on proposed policy changes regarding X. General Operations, A. Interment, ii. General Provisions.

vi. Section 8 (Allen Hill or Family Burial)

- 1. Plots in this section must be purchased as part of a curbed area.
- 2. A minimum of two plots, enclosed in the same curbed area, must be purchased in this section.
- 3. Urns or urn vaults may be inurned here, but must conform to the rules and laws described in X.A.2 above.
- 4. Grave markers, other than ground-level markers, must be approved by the board of directors.
- 5. The purchaser of the curbed plot area is responsible for the cost of the materials and labor required to build the plot area.
- 6. All curbing construction is subject to approval by the board of directors.