

TOWNSHIP #2 CEMETERY DISTRICT REGULAR MEETING  
LOCATION – Cemetery Office, 500 S. Church Street, Lone CA 95640  
Thursday, July 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 June 9, 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 I.*

I. UNFINISHED BUSINESS

1. Discussion & possible action on policy requirements for concrete work in Allen Hill and Historic part of cemetery.

J. NEW BUSINESS

1. Presentation, discussion & possible action on bid from Pinnacle Alarm to place cameras on the cemetery grounds.
2. Discussion & possible action on new "Cemetery Sign" out by the road.
3. Discussion on new proposed Columbarium and surrounding areas.
4. Discussion & action on writing letter to Bank of Marin that allows the Office Manager to call & ask questions on the account without being a signee.

K. ADJOURNMENT

REGULAR TOWNSHIP #2 CEMETERY DISTRICT MEETING  
LOCATION – Cemetery Office, 500 S. Church Street, Lone CA 95640  
Thursday, June 9, 2022 – 3:00 PM

**MINUTES**

A. CALLED TO ORDER at 3:00 pm

B. ROLL CALL

1.  Don Smith
2.  Laurie Lockhart
3.  Larry Slayton
4.  Tom Reed
5.  Pamela Bennetts

Staff present:  Paul Muschetto  Crystal LaBarre

C. PUBLIC PRESENT: Alice Slayton

D. PUBLIC COMMENT: None

E. MINUTES of the 5/12/2022 regular meeting

Motion by Tom Reed to accept minutes of 5/12/2022 meeting; 2nd by Don Smith;  
5 Ayes 0 Noes

F. FINANCIAL REPORT

1. Expenditures 5/27/2022- \$5,307.56 - 5/25/2022 \$11,330.67
2. General Account Balance 5/25/2022 \$169,664.01
3. Endowment Fund Balance 5/25/2022 \$64,470.27
4. Special Project Reserve Account 5/25/2022 \$146,306.34

Motion to accept the financial report by Larry Slayton; second by Don Smith;  
Ayes 5 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. Vector Solution Training follow-up. Some are still having trouble signing into account.
4. Signature card is ready for all board members to sign at the bank.
5. Reviewed proposed sketch of "Cemetery Sign". Don & Pam of Master Plan Committee will meet to review options.
6. Relayed information on stolen flowers on lawn. Board will have Crystal look into possible cameras on property.

H. GROUNDS MANAGER'S REPORT – Working at getting lawn greener. Contacted Dept. of Agriculture to get suggestions on getting rid of ground squirrels and gophers. Discussion on gas or electric mowers in the future.

I. UNFINISHED BUSINESS:

1. Accept 3<sup>rd</sup> reading of proposed 2022/23 Budget. Motion by Tom Reed; Second by Don Smith; Ayes 5 Noes 0
2. Approve Mausoleum policy additions as follows:
  - i. Mausoleum
    1. No cremains (loose ashes nor urns) may be placed inside a casket or coffin.
    2. A vapor tray must be installed beneath each casket or coffin.
    3. A maximum of 4 (four) urns may be placed in a crypt.

Motion by Tom Reed to accept, Second by Laurie Lockhart; Ayes 5 0 Noes

3. Discussion & possible action on policy requirements for concrete work in Allen Hill and Historic part of cemetery postponed until Tom can do more research.
4. Discussion on providing an area in the cemetery for pets is not legal according to CAPC. Public cemeteries are only for human remains.

5. Approve proposed policy for Special Events under Policy Additions and Regulations.

**Policy...**

D. Special Events: It shall be the intent of Township #2, Lone Cemetery District, to make every effort possible to care for, maintain, and secure for the residents and tax-payers of this district, a beautiful, peaceful, and respectful place of final rest. To this end, the District has adopted policies and regulations pertaining to special events held on District property.

- i. All gatherings for the purpose of interment, memorializing, or honoring the deceased, must obtain prior approval from the District Board or its designee.
- ii. Gatherings for purposes other than interment, memorializing, or honoring the deceased may be permitted by special action of the Board.
- iii. No person or persons shall be present on District property between civil sunset and civil sunrise (as defined by the State of California). Board members, District employees, utility company employees, and emergency services personnel, while performing official duties, are exempt. Other exemptions may be granted, but must be in writing and specify the dates and times of the exemptions.
- iv. No activity shall be permitted which, in the opinion of the Board or its designee, disturbs the beauty, peace, or respect of the area, the interred, or the relatives of the interred.
- v. No open flames are allowed on District property without written permission from the Board.
- vi. Individuals or groups on District property may not disrupt, block or otherwise hinder any Board member, employee, or permitted group or individuals from performing their tasks.
- vii. Any individual instructed to vacate District property by any Board member or employee will be deemed to be illegally trespassing if that individual fails to comply immediately.

**Regulations...**

II. Special Events

- i. All gatherings for the purpose of interment, memorializing, or honoring the deceased, must obtain prior approval from the District Board or its designee.
- ii. Gatherings for purposes other than interment, memorializing, or honoring the deceased may be permitted by special action of the Board at a regular or special meeting.
- iii. Any person on District property after legal sunset, except as permitted by policy, will be deemed a trespasser and may be subject to legal action.
- iv. Any person or group disturbing the beauty, disrupting the peace, or showing disrespect to those interred, or their living relatives shall be required to leave the property immediately and may be subject to legal action. Interpretation of the above violations shall be up to the Board and its designees and shall conform to how a "reasonable person" would interpret those terms.
- v. Any person lighting or causing the lighting of any object with a flame shall be asked to extinguish the flame immediately, and may be instructed to vacate District property, and may be reported to law enforcement authorities.
- vi. Any individuals or groups on District property who disrupt, block or otherwise hinder any Board member, employee, or permitted group or individuals from performing their tasks, will be instructed to leave District property immediately, and may be reported to law enforcement authorities.

- vii. Any individual instructed to vacate District property by any Board member or employee will be deemed to be illegally trespassing if that individual fails to comply immediately.

Motion by Larry Slayton to accept; Second by Tom Reed; 5 Ayes 0 Noes

J. NEW BUSINESS

- 1. Discussion on bench that someone wants to donate. It is okay to move forward with accepting donation by staff. No action.

K. ADJOURNMENT: Time 3:57pm

Motion by Tom Reed; Second by Don Smith; Ayes 5 Noes 0

Submitted by Township #2 Cemetery Secretary, Donald Larry Slayton





