

TOWNSHIP #2 CEMETERY DISTRICT REGULAR MEETING
LOCATION – Cemetery Office, 500 S. Church Street, Lone CA 95640
Thursday, July 8, 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 June 10, 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

- a. Shall the policy be modified to state that endowment fees will not be collected for plots purchased before January 2010? Discussion & Possible Action.
- b. Shall a change to policy on the Opening/Closing fee for multiple cremains being buried at the same time be charged \$150 for the first cremains and \$50 for each cremains thereafter? Discussion & Possible Action.

J. NEW BUSINESS

- a. Policy XAv2(Fees) – Clarify what 15% refers to in Health & Safety Code 9068.
- b. Code 9061 - Shall the Board adopt a written policy that permits waiving the payment of the nonresident fee for a nonresident who had purchased an interment right while a resident or taxpayer? Discussion & Possible Action.
- c. Entrance Signs – Discussion/Action

K. ADJOURNMENT

REGULAR TOWNSHIP #2 CEMETERY DISTRICT MEETING
LOCATION – Cemetery Office, 500 S. Church Street, Lone CA 95640
Thursday, June 10, 2021 – 3:00 PM

MINUTES

A. CALLED TO ORDER at 3:03 pm

B. ROLL CALL

1. Don Smith
2. Judy Allen(Absent)
3. Larry Slayton
4. Tom Reed
5. Pamela Bennetts

Staff present: Rich Curran Crystal LaBarre

C. PUBLIC PRESENT: None

D. PUBLIC COMMENT: None

E. MINUTES of the May 13, 2021 regular meeting

1. Motion by Pam Bennetts to accept the minutes as read; 2nd by Don Smith;
4 Ayes 0 Noes

F. FINANCIAL REPORT

1. Expenditures 4/29/21 \$10,399.79 - 5/21/21 \$5,919.85
2. General Account Balance 5/24/2021 \$189,497.56
3. Endowment Fund Balance 5/24/2021 \$61,950.58
4. Special Project Reserve (Columbarium) 5/24/2021 \$63,795.63

Motion to accept the financial report by Larry Slayton; second by Pamela Bennetts;
Ayes 4 Noes 0

G. OFFICE MANAGER'S REPORT

1. **Plot Sales:** 0 Columbarium Niches, 1 Cremains on Existing Plot, 2 Cremains on Lawn Plot, 2 Casket Plots,
2. Burials for month: 1
Casket: 0, Cremains: 1 Cremains in Columbarium Not interred yet, but ceremony happened.
3. Suggest bringing more attention to front of cemetery with flags, new banners and signage.

H. GROUNDS MANAGER'S REPORT – No Report

I. UNFINISHED BUSINESS: Third Reading of Proposed 2021/2022 Budget

1. Increase fund 52200 by \$1,000.00

Motion to accept Proposed 2021/2022 budget with changes by Tom Reed, second by Pamela Bennetts; Aye 4, Noes 0

J. NEW BUSINESS – Moved discussion on Policy Clarification to July meeting.

1. Non Residence Fees
2. Resident purchased plots
3. Endowment fee charged on past purchases; Cut-off date January 1, 2010 due to no available records before this date to show if endowment had been paid or not on individual plots.
4. Open/Close Fee for cremains

K. ADJOURNMENT

1. Motion by Tom Reed to adjourn 4:25pm; 2nd by Pamela Bennetts Ayes 4 Noes 0

Submitted by Township #2 Cemetery Secretary, Donald Larry Slayton

Financial Report

JAN-JUN			43%	33%	25.00%	17.00%	8.00%	0%			
Acct #	Account	Budget	Jan	Feb	Mar	Apr	May	Jun	Balance Jul-Jun	Remain Budg	
50100	Salary	\$ 31,900.00	\$ 2,425.66	\$ 2,263.43	\$ 3,124.77	\$ 3,731.18	\$ 2,387.03	\$ 3,300.00	\$ 604.54	1.90%	
50310	FICA	\$ 2,480.00	\$ 185.56	\$ 173.15	\$ 239.05	\$ 285.44	\$ 182.60	\$ 190.00	\$ 148.33	5.98%	
50400	Group Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
50500	Worker's comp	\$ 1,950.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,950.00	100.00%	
50600	Unemployment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Total Employee Exp		\$ 36,330.00	\$ 2,611.22	\$ 2,436.58	\$ 3,363.82	\$ 4,016.62	\$ 2,569.63	\$ 3,490.00	\$ 2,702.87	7.44%	
51000	Agri/Landscaping	\$ 7,000.00	\$ -	\$ 87.00	\$ 1,061.00	\$ 87.00	\$ 1,052.00	\$ 89.00	\$ 2,259.00	32.27%	
51110	Clothing & Per Supp	\$ 250.00	\$ -	\$ -	\$ 8.40	\$ -	\$ -	\$ -	\$ 202.92	81.17%	
51500	Ins	\$ 3,700.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,700.00	100.00%	
51700	Main: Equip	\$ 1,000.00	\$ 11.54	\$ 82.63	\$ 192.53	\$ 24.27	\$ 73.06	\$ 370.57	\$ (184.71)	-18.47%	
51800	Main: Bldgs/Improv	\$ 1,200.00	\$ -	\$ 220.07	\$ 116.36	\$ 57.08	\$ 40.15	\$ 167.68	\$ (568.93)	-47.41%	
52200	Office Supp	\$ 1,800.00	\$ 614.24	\$ 57.30	\$ 507.33	\$ 9.66	\$ 95.05	\$ 12.78	\$ (55.73)	-3.10%	
52300	Prof & Spec Serv	\$ 12,000.00	\$ 90.00	\$ 250.00	\$ 55.00	\$ 5,098.73	\$ 55.00	\$ 55.00	\$ 3,514.27	29.29%	
52328	Audits	\$ 6,250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,250.00	100.00%	
52364	Conferences	\$ 1,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200.00	100.00%	
52400	Publications/Legal Notices	\$ 750.00	\$ 64.70	\$ -	\$ 253.21	\$ -	\$ 400.00	\$ -	\$ 32.09	4.28%	
52483	Stipends	\$ 6,000.00	\$ 400.00	\$ 500.00	\$ 400.00	\$ 500.00	\$ -	\$ 400.00	\$ 1,800.00	30.00%	
52500	Rents, Leases, Equip	\$ 500.00	\$ -	\$ -	\$ 25.00	\$ -	\$ -	\$ -	\$ 316.30	63.26%	
52700	Minor Equip	\$ 1,500.00	\$ -	\$ 33.00	\$ 318.46	\$ 204.71	\$ 354.17	\$ 1,045.93	\$ (491.38)	-32.76%	
52800	Spec Depart Exp	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	100.00%	
53000	Utilities	\$ 6,500.00	\$ 386.91	\$ 751.60	\$ 340.70	\$ 401.72	\$ 510.42	\$ 277.29	\$ 27.33	0.42%	
Total Serv/Supp		\$ 50,150.00	\$ 1,567.39	\$ 1,981.60	\$ 3,277.99	\$ 6,383.17	\$ 2,579.85	\$ 2,418.25	\$ 18,501.16	36.89%	
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%	
Total Fixed Assels		\$ 18,500.00	\$ -	\$ 1,195.27	\$ -	\$ -	\$ -	\$ -	\$ 17,304.73	93.54%	
TOTAL ALL CAT.		\$ 104,980.00	\$ 4,178.61	\$ 5,613.45	\$ 6,641.81	\$ 10,399.79	\$ 5,149.48	\$ 5,908.25	\$ 38,508.76	36.68%	
		BALANCES			REVENUE						
AS OF		GEN ACCT/Endow		added since previous balance						Total Revenue	Proj Reserve
8/6/2020		\$ 169,570.93	\$ 59,013.34	End of fiscal year 19-20						\$ 20,975.15	\$ 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; StHOP Prop \$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
3/25/2021		\$ 155,251.60	\$ 60,778.65	Misc \$100; SuppRoll \$957.56; IVMD \$400; ? \$100						\$ 1,457.56	\$ 63,080.63
4/22/2021		\$ 150,842.40	\$ 61,278.65	DelSupp \$143.82; IVMD \$400; Misc \$1683.75						\$ 2,227.57	\$ 63,795.63
				Refunds: \$271.50						\$ (271.50)	
5/24/2021		\$ 189,497.56	\$ 61,950.58	CurrSec \$49,192.59; Int \$680.52; IVMD \$400; Misc \$2,860						\$ 53,133.11	\$ 64,779.36
6/23/2021		\$ 187,114.14	\$ 62,535.58	StHOP Prop \$4421.36; IVMD \$400; Misc \$993.75						\$ 1,815.11	\$ 64,829.36
									TOTAL	\$ 125,644.80	\$ 64,829.36

Date Recorded	Acct #	Account	Company/Individual	Purpose	Expense	Acct Total
6/23/21	50100	Salary	Actual	Salaries	\$ 2,387.03	\$ 2,387.03
6/23/21	50310	FICA	Actual	FICA	\$ 182.60	\$ 182.60
	50400	Group Ins				\$ -
	50500	Worker's comp				\$ -
	50600	Unemployment				\$ -
5/14/21	51000	Agri & Landscape	Clark Pest Control	Spray for weeds	\$ 1,052.00	
	51000	Agri & Landscape				
	51000	Agri & Landscape				
	51000	Agri & Landscape				\$ 1,052.00
	51110	Clothing & Pers Supp				\$ -
	51500	Insurance & Bonds				
	51500	Insurance & Bonds				\$ -
5/6/21	51700	Main & Equip	Twnshp#2 Reimbursement	Chevron gas for mower	\$ 24.85	
5/14/21	51700	Main & Equip	Ione Ace Hardware	Chuck key, Air hose parts, grease, repa	\$ 48.21	
	51700	Main & Equip				
	51700	Main & Equip				\$ 73.06
5/14/21	51800	Main-Bldgs/Improv	Ione Ace Hardware	fasteners, headstone cleaner	\$ 40.15	
	51800	Main-Bldgs/Improv				
	51800	Main-Bldgs/Improv				\$ 40.15
5/6/21	52200	Office Supplies	USPS	P.O. Box annual fee	\$ 66.00	
5/14/21	52200	Office Supplies	Quill	Envelopes & Folders	\$ 29.05	
	52200	Office Supplies				
	52200	Office Supplies				\$ 95.05
5/14/21	52300	Prof & Spec Serv	C&P Tax Service	Payroll	\$ 55.00	
	52300	Prof & Spec Serv				\$ 55.00
	52328	Audits				\$ -
	52364	Conferences				\$ -
	52400	Pub/Legal Notices				\$ -
5/14/21	52483	Stipends*	A/B/SI/Sm		\$ 400.00	\$ 400.00
	52500	Rents, Leases, Equip				\$ -
5/14/2021	52700	Minor Equip	Quill	Office Chair	\$ 341.90	
5/14/21	52700	Minor Equip	Ione Ace Hardware	Hand-held sprayer	\$ 12.27	\$ 354.17
	52800	Spec Dept Exp				\$ -
	53000	Utilities				
5/14/21	53000	Utilities	Amador Water Agency	Raw Water	\$ 270.39	
5/14/21	53000	Utilities	Aces Waste Serv	Trash pickup	\$ 43.97	
05/21/21	53000	Utilities	Amador Water Agency	Treated Water 006405-000	\$ 40.35	
5/21/2021	53000	Utilities	Ooma	Phone	\$ 27.28	
5/6/2021	53000	Utilities	AT&T	ATT Internet	\$ 64.20	
	53000	Utilities	Pinnacle Alarm	Quarterly		
5/6/2021	53000	Utilities	PG&E	Elec	\$ 64.23	\$ 510.42
	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	\$ 5,149.48
						\$ 5,149.48

*A=Allen B=Benetts R=Reed SI=Slayton Sm-Smith

Date Recorded	Acct #	Account	Company/Individual	Purpose	Expense	Acct Total
	50100	Salary	Estimate	Salaries	\$ 3,300.00	\$ 3,300.00
	50310	FICA	Estimate	FICA	\$ 190.00	\$ 190.00
	50400	Group Ins				\$ -
	50500	Worker's comp				\$ -
	50600	Unemployment				\$ -
6/3/21	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				\$ -
6/11/21	51700	Main & Equip	Ione Ace Hardware	Oil for mower	\$ 5.37	
6/18/21	51700	Main & Equip	Twncshp#2 Reimbursements	Chevron gas	\$ 58.43	
6/18/21	51700	Main & Equip	Replacementparts.com	Blower chute for mower	\$ 306.77	
	51700	Main & Equip				\$ 370.57
6/11/21	51800	Main-Bldgs/Improv	Ione Ace Hardware	Trash bags, drip system, picket fences,	\$ 167.68	
	51800	Main-Bldgs/Improv				
	51800	Main-Bldgs/Improv				\$ 167.68
6/3/21	52200	Office Supplies	Twncshp#2 Reimburse for PC	Ione Market: dispenser, water	\$ 12.78	
	52200	Office Supplies				
	52200	Office Supplies				
	52200	Office Supplies				\$ 12.78
6/18/21	52300	Prof & Spec Serv	C&P Tax Service	Payroll	\$ 55.00	
	52300	Prof & Spec Serv				
	52300	Prof & Spec Serv				\$ 55.00
	52328	Audits				\$ -
	52364	Conferences				\$ -
	52400	Pub/Legal Notices				\$ -
6/11/21	52483	Stipends*	B/R/SI/Sm	June meeting	\$ 400.00	\$ 400.00
	52500	Rents, Leases, Equip				\$ -
6/11/21	52700	Minor Equip	Crescent Memorial	6 Urn vaults, 5 Grecian Vases	\$ 824.12	
6/18/21	52700	Minor Equip	Crescent Memorial	3 White urn vaults	\$ 221.81	\$ 1,045.93
	52800	Spec Dept Exp				\$ -
	53000	Utilities	Twncshp#2 Reimburse for Ooma	Phone		
6/11/21	53000	Utilities	Amador Water Agency	006405-001 raw	\$ 101.67	
6/11/21	53000	Utilities	Aces Waste Serv	Trash pickup	\$ 43.97	
6/18/21`	53000	Utilities	Amador Water Agency	05-1080000-1	\$ 42.07	
6/3/2021	53000	Utilities	AT&T	Internet	\$ 28.54	
	53000	Utilities	Pinnacle Alarm	Quarterly		
6/3/2021	53000	Utilities	PG&E	Elec	\$ 61.04	\$ 277.29
	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	\$ 5,908.25
						\$ 5,908.25

*A=Allen B=Benetts R=Reed SI=Slayton Sm-Smith