

TOWNSHIP #2 CEMETERY DISTRICT REGULAR MEETING  
LOCATION – Cemetery Office, 500 S. Church Street, Lone CA 95640  
Thursday, September 14, 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 August 10, 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 on new Cemetery Sign out by the road.
2. Discuss updates on new proposed Pavilion and surrounding areas.
3. Discussion on procedure to handle unmarked graves.
4. Discussion on policy changes to purchasing and bidding (postponed from last meeting)

J. NEW BUSINESS

1. Discussion on cemetery tours – hire short-term to develop stories and tours.
2. Pay for special meetings. Discussion and action.
3. Discussion on Lone Memorial District contract.

K. CLOSED SESSION

1. Review of Cost of Living Adjustment.

L. ADJOURNMENT

REGULAR TOWNSHIP #2 CEMETERY DISTRICT MEETING  
LOCATION – Cemetery Office, 500 S. Church Street, Lone CA 95640  
Thursday, August 10, 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: None
- D. PUBLIC COMMENT: None
- E. MINUTES of the 7/13/2023 regular meeting  
Motion by Laurie Lockhart to accept minutes of 7/13/2023 meeting; 2nd by Don Smith;  
4 Ayes 0 Noes
- F. FINANCIAL REPORT
1. Expenditures 6/30/2023 \$8,535.46  
Expenditures 7/23/2023 \$7,718.29
  2. General Account Balance 8/8/2023 \$184,595.94
  3. Endowment Fund Balance 8/8/2023 \$68,134.36
  4. Special Project Reserve Account 8/8/2023 \$189,780.28
  5. Revenue 8/8/2023 \$1,990.00
- Motion to accept Financial Report by Larry Slayton; Second by Don Smith; Ayes 4 Noes 0
- G. OFFICE MANAGER'S REPORT
1. **Plot Sales: 2** – 0 Columbarium Niches, 0 Cremains on Open Existing Plot, 2 Cremains & 0 casket on Family Plot, 0 Casket Plot, 0 Natural Plot, 0 Mausoleum
  2. **Burials for month: 4**
    - a. 2 Casket – Zong Xiong, George Laine
    - b. 2 Cremains – Rendell
    - c. 0 Natural Burial
  3. Phorid Fly Problem in Mausoleum (Coffin Flies) - Clark came and sprayed the same day
  4. GSRMA 17<sup>th</sup> Annual Training Conference – Hand out flyers
  5. No burial permits - Rendell
- H. GROUNDS MANAGER'S REPORT
1. No major issues
- I. UNFINISHED BUSINESS:
1. Update on Cemetery Sign: Tim Taylor indicated \$5,500 for labor/materials; can start next week.
  2. Updates on proposed new proposed pavilion and surrounding areas; Zoom call with committee to be scheduled last week of the month to see a 3D drawing.
  3. Discussion on handling unmarked graves, wait on Tim Taylor, cemetery to cover cost of survey pins with numbers, Don to talk to Bill Ward about blank pins and punching.
- J. NEW BUSINESS:
1. Discussion on gifting of plots for infant burial – remove/reverse policy on page 29  
Motion by Don Smith; 2nd by Laurie Lockhart; 4 Ayes 0 Noes
  2. Board Members to attend CAPC Conference Seminar in Sacramento October 6-7, 2023; send Laurie Lockhart and new Office Manager  
Motion by Laurie Lockhart; 2nd by Don Smith; 4 Ayes 0 Noes
  3. Review applicants for office manager position – interviewed six, had three strong candidates, Megan Buchanan has strong computer skills and is recommended for hire
  4. Pay rate for new employee \$15.50 for first two months, then increase to \$20/hour
  5. Discussion on Annual Review/Cost of Living Adjustment
  6. Policy changes to purchasing and bidding – postpone until next meeting
- K. ADJOURNMENT: Time 4:22pm.  
Motion by Don Smith; Second by Laurie Lockhart; Ayes 4 Noes 0

Submitted by Township #2 Cemetery Secretary, Donald Larry Slayton

# FINANCIAL REPORT

Balance Sheet Fiscal Year 2023-2024										
JULY-DEC			91.67%	83.33%	75%	66.67%	58.33%	50%		
Acct #	Account	Budget	Jul	Aug	Sep	Oct	Nov	Dec	Balance JUN-De	Remain Budg
50100	Salary	\$ 42,000.00	\$ 3,080.00	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	\$ 35,920.00	85.52%
50310	FICA	\$ 2,900.00	\$ 235.61	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ 2,414.39	83.25%
50400	Group Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
50500	Worker's comp	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00	100.00%
50600	Unemployment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	<b>Total Employee Exp</b>	<b>\$ 47,400.00</b>	<b>\$ 3,315.61</b>	<b>\$ 3,250.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,834.39</b>	<b>86.15%</b>
51000	Agricultural/Landscapin	\$ 6,000.00	\$ 1,321.00	\$ 20.46	\$ -	\$ -	\$ -	\$ -	\$ 4,658.54	77.64%
51110	Clothing & Per Supp	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.00	100.00%
51500	Ins	\$ 4,400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,400.00	100.00%
51700	Main: Equip	\$ 1,000.00	\$ 22.62	\$ 54.42	\$ 78.38	\$ -	\$ -	\$ -	\$ 844.58	84.46%
51800	Main: Bldgs/Improv	\$ 1,200.00	\$ -	\$ 22.62	\$ -	\$ -	\$ -	\$ -	\$ 1,177.38	98.12%
52200	Office Supp	\$ 2,000.00	\$ 163.60	\$ 91.49	\$ 20.00	\$ -	\$ -	\$ -	\$ 1,724.91	86.25%
52300	Prof & Spec Serv	\$ 10,000.00	\$ 55.00	\$ 265.00	\$ 55.00	\$ -	\$ -	\$ -	\$ 9,625.00	96.25%
52328	Audits	\$ 6,500.00	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	76.92%
52364	Conferences	\$ 1,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200.00	100.00%
52400	Publications/Legal Notd	\$ 750.00	\$ -	\$ 30.00	\$ -	\$ -	\$ -	\$ -	\$ 720.00	96.00%
52483	Stipends	\$ 6,615.00	\$ 441.00	\$ 441.00	\$ -	\$ -	\$ -	\$ -	\$ 5,733.00	86.67%
52500	Rents, Leases, Equip	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	100.00%
52700	Minor Equip	\$ 1,500.00	\$ -	\$ 455.40	\$ -	\$ -	\$ -	\$ -	\$ 1,044.60	69.64%
52800	Spec Depart Exp	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	100.00%
53000	Utilities	\$ 12,000.00	\$ 965.07	\$ 1,014.42	\$ -	\$ -	\$ -	\$ -	\$ 10,020.51	83.50%
	<b>Total Serv/Supp</b>	<b>\$ 54,415.00</b>	<b>\$ 4,468.29</b>	<b>\$ 2,394.81</b>	<b>\$ 153.38</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 47,398.52</b>	<b>87.11%</b>
56110	Bldgs & Improv	\$ 1,500.00	\$ -	\$ 5,500.00	\$ 3,868.23	\$ -	\$ -	\$ -	\$ (7,868.23)	-524.55%
56180	Capital Improv Maj Pro	\$ 16,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,000.00	100.00%
56200	Equip	\$ 1,000.00	\$ -	\$ 5,895.00	\$ -	\$ -	\$ -	\$ -	\$ (4,895.00)	-489.50%
	<b>Total Fixed Assets</b>	<b>\$ 18,500.00</b>	<b>\$ -</b>	<b>\$ 11,395.00</b>	<b>\$ 3,868.23</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,236.77</b>	<b>17.50%</b>
	<b>TOTAL ALL CAT.</b>	<b>\$ 120,315.00</b>	<b>\$ 7,783.90</b>	<b>\$ 17,039.81</b>	<b>\$ 4,021.61</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 91,469.68</b>	<b>76.03%</b>

Date Recorded	Acct #	Account	Company/Individual	Purpose	Expense	Acct Total
8/30/23	50100	Salary	Actual	Salaries	\$ 3,080.00	\$ 3,080.00
8/30/23	50310	FICA	Estimated	FICA	\$ 235.61	\$ 235.61
	50400	Group Ins				\$ -
	50500	Worker's comp		Worker's Comp		\$ -
	50600	Unemployment				\$ -
7/14/23	51000	Agri & Landscape	Clark Pest Control	Spray for weeds	\$ 1,219.00	
7/21/23	51000	Agri & Landscape	Clark Pest Control	Spray for bugs	\$ 102.00	
	51000	Agri & Landscape				
	51000	Agri & Landscape				\$ 1,321.00
	51110	Clothing & Pers Supp				\$ -
	51500	Insurance & Bonds		GenLiab/Prop/Crime/MobEquip/Tru-up/GL		
	51500	Insurance & Bonds				\$ -
7/7/23	51700	Main & Equip	Twnshp#2 reimbursement	Chev gas for mower	\$ 22.62	
	51700	Main & Equip				
	51700	Main & Equip				
	51700	Main & Equip				\$ 22.62
	51800	Main-Bldgs/Improv				
	51800	Main-Bldgs/Improv				
	51800	Main-Bldgs/Improv				\$ -
7/7/23	52200	Office Supplies	Petty Cash	Ione Plaza Market water for office	\$ 3.50	
7/28/23	52200	Office Supplies	Quill	Printer ink, post its, chocolate	\$ 160.10	
	52200	Office Supplies				
	52200	Office Supplies				\$ 163.60
7/7/23	52300	Prof & Spec Serv	C&P Tax Service	Payroll	\$ 55.00	
	52300	Prof & Spec Serv				
	52300	Prof & Spec Serv				\$ 55.00
7/21/23	52328	Audits	Cathy Castillo	Bi-annual financial review	\$ 1,500.00	\$ 1,500.00
	52364	Conferences				\$ -
	52400	Pub/Legal Notices				\$ -
7/14/23	52483	Stipends*	B/L/R/SI	July meeting	\$ 441.00	\$ 441.00
	52500	Rents, Leases, Equip				\$ -
	52700	Minor Equip				
	52700	Minor Equip				\$ -
	52800	Spec Dept Exp				\$ -
7/21/23	53000	Utilities	Twnshp#2 Reimburse for Ooma	Phone	\$ 27.70	
7/14/23	53000	Utilities	Amador Water Agency	006405-001 raw	\$ 640.80	
7/14/23	53000	Utilities	Aces Waste Serv	Trash pickup	\$ 46.87	
07/21/23	53000	Utilities	Amador Water Agency	05-1080000-1	\$ 69.91	
7/7/2023	53000	Utilities	AT&T	Internet	\$ 53.48	
	53000	Utilities	Pinnacle Alarm	Quarterly		
7/28/2023	53000	Utilities	PG&E	Elec	\$ 126.31	\$ 965.07
	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>\$ 7,783.90</b>
						<b>\$ 7,783.90</b>

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

## A. Purchasing and Bidding

### 1. Purchasing of property and supplies.

- a. ~~The office manager and grounds manager shall be permitted to spend up to \$1,000 the approved budgeted amount for the replacement of equipment, repair of equipment, or cemetery operation, provided at least two trustees give verbal approval. Any amount above \$1,000 the approved budgeted amount must~~ be approved by action of the entire board. This will not apply in the case of an emergency, in which case the office or grounds manager must get the approval of the chairperson (If the chairperson cannot be reached, the manager must get the approval of another trustee in the following order: vice-chairperson, treasurer, secretary, trustee). (amended 2/10/22)
- b. ~~Where the cost of the personal property and/or supplies does not exceed one thousand dollars (\$1,000), price competition shall not be required.~~
- c. ~~Where the cost of the personal property and/or supplies cost between five thousand dollars (\$5,000) and ten thousand dollars (\$10,000), price competition must be undertaken by attempting to secure at least three quotes. (amended 2/10/22) Board approval must be obtained.~~
- d. Where the cost of the personal property and/or supplies exceeds ten thousand dollars (\$10,000) the Board shall be required to follow the bidding procedure set forth in Section G 3: General.
- e. No purchases may be made without the prior authorization of at least one of the following: 1) Office manager 2) Treasurer 3) Board chairperson or designee.
- f. Upon receipt of the materials or equipment purchased, the invoice must be submitted to the District's treasurer for processing and possible inventory recording under fixed assets.
- g. All purchasing and procurement shall be performed in the best interests of the District, in accordance with the rules, regulations, and policies herein set forth and all applicable provisions of law.
- h. It is unlawful, for the purpose of evading any requirement herein, to split or separate into smaller units of purchase covered by this section.

### 2. Special Services

- a. The Board may contract for special services. These contracts shall be with persons specially trained, experienced, expert, and competent for special services. The special services shall be limited to the fields of accounting, administration, arboreal, custodial, economics, engineering, finance, insurance, labor relations, law, maintenance, mechanics, medicine, planning, science, surveying, technology, and other services that are incidental to the operation of the District.
- b. The Board hereby authorizes the office manager to enter into agreements, not to exceed \$1,000 (one thousand dollars), by which independent contractors provide special services to the District. Any contract that is known at the time of procurement to exceed said amount may be entered into only by the Board. This will not apply in the case of an emergency, in which case the office or grounds manager must get the approval of the chairperson (If the chairperson cannot be reached, the manager must get the approval of another trustee in the following order: vice-chairperson, treasurer, secretary, trustee).

- c. If so authorized, when the expenditure required for the service contract is known at the time of procurement not to exceed \$10,000 (ten thousand dollars), the Board may approve the contract without the necessity of bidding.
  - d. It is unlawful, for the purpose of evading any requirements herein, to split or separate into smaller units of purchase any purchase covered by this section.
  - e. Notwithstanding the foregoing, contracting for architectural, engineering, or surveying services shall be made in accordance with the provisions of Government Code 4525. et seq.
3. General
- a. Except as otherwise allowed herein, when the expenditure required for the purchase of personal property and/or services exceeds \$10,000 (ten thousand dollars), the Board shall contract and solicit for at least three bids for such purchase of personal property and/or services.