

**Due to the size of the Cemetery Office, we will be able to hold our meeting and maintain more than a 6 foot physical distance. If you wish to join the meeting by phone, please call (209) 274-0274**

TOWNSHIP #2 CEMETERY DISTRICT REGULAR MEETING  
LOCATION – Cemetery Office, 500 S. Church Street, Ione CA 95640  
Thursday, June 11, 2020 – 3:00 PM

**AGENDA**

A. CALL TO ORDER

B. ROLL CALL

Don Smith, Chairman  
Judy Allen, Vice Chairman  
Larry Slayton, Secretary  
Tom Reed, Treasurer  
Pamela Bennetts, 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 May 14, 2020 regular meeting

F. FINANCIAL REPORT

G. OFFICE MANAGER’S REPORT

H. GROUNDS MANAGER’S REPORT

I. MASTER PLAN COMMITTEE REPORT

J. UNFINISHED BUSINESS

*Notice to the public: The public may comment on any agenda item before a vote. Limited to 5 minutes per person*

a. 2020-2021 Budget 2<sup>nd</sup> Reading– Discussion / Action

K. NEW BUSINESS

L. ADJOURNMENT

REGULAR TOWNSHIP #2 CEMETERY DISTRICT MEETING  
LOCATION – Cemetery Office, 500 S. Church Street, Ione CA 95640  
Thursday, May 14, 2020 – 3:00 PM

**MINUTES**

A. CALLED TO ORDER at 3:10 pm

B. ROLL CALL

- a.  Don Smith
- b.  Judy Allen [Excused absence]
- c.  Larry Slayton
- d.  Tom Reed
- e.  Pamela Bennetts
- f.

Staff present:  Carole Meltzer  Rich Curran

C. PUBLIC PRESENT: Alice Slayton

D. PUBLIC COMMENT: None

E. MINUTES of the Mar. 12, 2020 regular meeting (no meeting held in April)

- a. Motion by Tom Reed to accept the minutes as read; second by Larry Slayton; Carried  
4 Ayes 0 Noes

F. FINANCIAL REPORT

- a. Expenditures 3/27/2020 \$5,491.01 4/18/2020 \$8,397.89
- b. General Account Balance 4/22/2020 \$137,192.49
- c. Endowment Fund Balance 4/22/2020 \$57,851.24
- d. Special Project Reserve (Columbarium) 4/22/2020 \$20,878.73

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

G. OFFICE MANAGER'S REPORT

- a. See Attached

H. GROUNDS MANAGER'S REPORT

- a. Rattlesnakes are out-caution; working on sprinklers and dry spots on lawn (very little topsoil)

I. MASTER PLAN COMMITTEE REPORT - none

J. UNFINISHED BUSINESS

- a. None

K. NEW BUSINESS

- a. Budget – 1<sup>st</sup> Reading Increase Fund Acct. #50100 to \$31,900 to cover employee cessation costs; Increase Fund Acct. #52700 to \$1,500 (Minor Equip.)

L. ADJOURNMENT

M. 3:47 PM

- a. Motion by Tom Reed; 2<sup>nd</sup> by Pam Bennetts; 4 Ayes 0 Noes

Submitted by Township #2 Cemetery Board Secretary, Donald Larry Slayton

# Financial Report

JAN-JUN											
Acct #	Account	Budget	Jan	Feb	Mar	Apr	May	Jun	Balance Jul-Jun	Remain Budg	
50100	Salary	\$ 30,900.00	\$ 2,105.01	\$ 2,611.05	\$ 2,263.43	\$ 2,553.12	\$ 2,200.00	\$ -	\$ 5,899.99	19.09%	
50310	FICA	\$ 2,380.00	\$ 161.04	\$ 199.74	\$ 173.17	\$ 195.30	\$ 175.00	\$ -	\$ 460.79	19.36%	
50400	Group Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
50500	Worker's comp	\$ 1,950.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,950.00	100.00%	
50600	Unemployment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
	<b>Total Employee Exp</b>	<b>\$ 35,230.00</b>	<b>\$ 2,266.05</b>	<b>\$ 2,810.79</b>	<b>\$ 2,436.60</b>	<b>\$ 2,748.42</b>	<b>\$ 2,375.00</b>	<b>\$ -</b>	<b>\$ 8,310.78</b>	<b>23.59%</b>	
51000	Agri/Landscaping	\$ 7,000.00	\$ 94.00	\$ -	\$ 1,137.00	\$ -	\$ 1,052.00	\$ -	\$ 2,036.83	29.10%	
51110	Clothing & Per Supp	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 240.95	96.38%	
51500	Ins	\$ 3,700.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,700.00	100.00%	
51700	Main: Equip	\$ 1,000.00	\$ 43.08	\$ 36.65	\$ -	\$ 55.38	\$ 36.52	\$ -	\$ 29.97	3.00%	
51800	Main: Bldgs/Improv	\$ 1,200.00	\$ 52.52	\$ 127.75	\$ -	\$ 79.27	\$ 556.87	\$ -	\$ (476.92)	-39.74%	
52200	Office Supp	\$ 1,800.00	\$ 96.28	\$ 46.09	\$ 197.19	\$ -	\$ 64.00	\$ -	\$ 765.26	42.51%	
52300	Prof & Spec Serv	\$ 12,000.00	\$ 700.00	\$ 90.00	\$ 55.00	\$ 5,248.81	\$ 1,755.00	\$ -	\$ 3,134.19	26.12%	
52328	Audits	\$ 6,250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.00	4.00%	
52364	Conferences	\$ 1,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200.00	100.00%	
52400	Publications/Legal Notices	\$ 750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750.00	100.00%	
52483	Stipends	\$ 6,000.00	\$ 500.00	\$ 400.00	\$ 300.00	\$ -	\$ 400.00	\$ -	\$ 1,500.00	25.00%	
52500	Rents, Leases, Equip	\$ 500.00	\$ -	\$ -	\$ 95.00	\$ -	\$ -	\$ -	\$ 256.30	51.26%	
52700	Minor Equip	\$ 1,200.00	\$ 345.39	\$ 705.36	\$ -	\$ -	\$ -	\$ -	\$ (551.54)	-45.96%	
52800	Spec Depart Exp	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	100.00%	
53000	Utilities	\$ 6,500.00	\$ 445.07	\$ 317.99	\$ 380.25	\$ 328.07	\$ 339.50	\$ -	\$ 671.96	10.34%	
	<b>Total Serv/Supp</b>	<b>\$ 49,850.00</b>	<b>\$ 2,276.34</b>	<b>\$ 1,723.84</b>	<b>\$ 2,164.44</b>	<b>\$ 5,711.53</b>	<b>\$ 4,203.89</b>	<b>\$ -</b>	<b>\$ 14,007.00</b>	<b>28.10%</b>	
56110	Bldgs & Improv	\$ 1,500.00	\$ -	\$ 87.77	\$ 889.97	\$ 218.09	\$ -	\$ -	\$ 304.17	20.28%	
56180	Capital Improv Maj Proj	\$ 16,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,000.00	100.00%	
56200	Equip	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	100.00%	
	<b>Total Fixed Assets</b>	<b>\$ 18,500.00</b>	<b>\$ -</b>	<b>\$ 87.77</b>	<b>\$ 889.97</b>	<b>\$ 218.09</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 17,304.17</b>	<b>93.54%</b>	
	<b>TOTAL ALL CAT.</b>	<b>\$ 103,580.00</b>	<b>\$ 4,542.39</b>	<b>\$ 4,622.40</b>	<b>\$ 5,491.01</b>	<b>\$ 8,678.04</b>	<b>\$ 6,578.89</b>	<b>\$ -</b>	<b>\$ 39,621.95</b>	<b>38.25%</b>	
	<b>BALANCES</b>										
	<b>AS OF</b>		<b>GEN ACCT/Endow</b>		<b>REVENUE</b>				<b>Total Revenue</b>	<b>Proj Reserve</b>	
	8/29/2019	\$ 133,024.25	\$ 56,128.45	Int \$704.09; IVMD \$400; Misc \$750;						\$ 1,854.09	
	9/19/2019	\$ 109,877.96	\$ 56,428.45	IVMD \$800; Misc. \$1473.75;						\$ 2,273.75	
	10/24/2019	\$ 107,789.09	\$ 56,653.45	Misc \$1,510; IVMD \$400						\$ 1,910.00	\$ 21,220.00
	11/25/2019	\$ 104,376.73	\$ 56,931.21	CurrUnsec \$1251.58; Int \$940.57; IVMD \$400						\$ 2,592.15	\$ 21,257.13
	12/26/2019	\$ 100,128.13	\$ 56,731.21	CurrSec \$5,727; IVMD \$400; Misc \$100						\$ 6,227.00	\$ 21,257.13
	1/22/2020	\$ 145,098.99	\$ 57,181.21	Misc \$2,525; Sec \$43,946.36; Util RR \$6.79; Util-Unitary \$1,539.92;							
				HomeEx \$177.06						\$ 48,195.13	\$ 21,257.13
	2/25/2020	\$ 141,483.89	\$ 57,426.24	Int \$781.70; HOPProp \$413.14; IVMD \$400; Misc \$350						\$ 1,944.84	\$ 21,068.73
	3/24/2020	\$ 139,925.21	\$ 57,626.24	Supp Roll \$848.79; IVMD \$400; Misc \$1,100						\$ 2,348.79	\$ 20,878.73
	4/22/2020	\$ 137,192.49	\$ 57,851.24	DelSupp \$113.27; IVMD \$400;						\$ 1,075.00	\$ 20,878.73
	5/27/2020	\$ 174,338.97	\$ 58,338.34	CurrSec \$46,202.06; Int \$1,003.44; IVMD \$400; Misc \$1,207.50						\$ 48,813.00	\$ 20,975.15
				<b>TOTAL</b>						<b>\$ 117,233.75</b>	<b>\$ 20,975.15</b>

**Office Manager's Report June 2020**

1. Memorial Day celebration with VFW
  - a. They placed flags
2. Plot Sales:
  - a. 3 plots in lawn for 2 interments (Laotians)
3. Burials for month –
  - a. Casket: 1 - Thao
  - b. Cremains:

# Budget – 2<sup>nd</sup> Reading

			Proposed Budget 2020/21						
Acct #	Account	Budget							
50100	Salary	\$ 31,900.00							
50310	FICA	\$ 2,480.00							
			<b>Income</b>	<b>Year</b>				<b>5/27/2020</b>	
			<b>Source</b>	<b>15-16</b>	<b>16-17</b>	<b>17-18</b>	<b>18-19</b>	<b>19-20</b>	
50400	Group Insurance	\$ -							
50500	Worker's comp	\$ 1,950.00	Current Secured	\$79,120.41	\$76,808.69	\$89,480.64	\$94,921.30	\$95,875.42	
50600	Unemployment	\$ -	Current Unsecured	\$1,659.63	\$6,805.55	\$1,470.10	\$1,228.15	\$1,251.58	
			Prior Unsecured				\$22.43		
	<b>Total Employee Exp</b>	<b>\$ 36,330.00</b>	Supplemental Roll				\$2,052.97	\$848.79	
51000	Agri/Landscaping	\$ 7,000.00	Delinquent Supplemental				\$114.19		
51110	Clothing & Per Supp	\$ 250.00	Interest	\$359.23	\$508.34	\$1,160.50	\$1,985.98	\$3,429.80	
51500	Ins	\$ 3,700.00	St Homeowners Prop	\$549.02	\$556.56	\$724.44	\$1,123.68	\$413.14	
51700	Main: Equip	\$ 1,000.00	St Mandated Cost	\$693.76	\$0.00	\$0.00			
51800	Main: Bldgs/Improv	\$ 1,200.00	Charge for Ser (IVMD)	\$4,800.00	\$4,800.00	\$4,800.00	\$4,000.00	\$3,600.00	
52200	Office Supp	\$ 1,800.00	Misc (plots, serv)	\$5,480.00	\$6,221.25	\$3,959.05	\$16,994.50	\$9,016.25	
52300	Prof & Spec Serv	\$ 12,000.00	Other	\$1,079.12	\$54.54	\$2,350.21		\$1,723.88	
52328	Audits	\$ 6,250.00	<b>TOTAL</b>	<b>\$93,741.17</b>	<b>\$95,754.93</b>	<b>\$103,944.94</b>	<b>\$122,443.20</b>	<b>\$116,158.86</b>	
52364	Conferences	\$ 1,200.00							
52400	Publications/Legal Notices	\$ 750.00							
52483	Stipends	\$ 6,000.00							
52500	Rents, Leases, Equip	\$ 500.00							
52700	Minor Equip	\$ 1,500.00							
52800	Spec Depart Exp	\$ 500.00							
53000	Utilities	\$ 6,500.00							
	<b>Total Serv/Supp</b>	<b>\$ 50,150.00</b>							
			19-20 avg monthly exp \$5814 as of 5/27/20						
			55,605-15,990=39,615 balance, but with some big exp yet to pay (Ins., County, Audit, Worker's Comp)						
			Anticipate a balance of appx 20,000 to transfer to spec fund						
56110	Bldgs & Improv	\$ 1,500.00	Base 20-21 budget on anticipated income of appx 115,000						
56180	Capital Improv Maj Proj	\$ 16,000.00	Last FY an additional \$7,800 came in after May 22nd						
56200	Equip	\$ 1,000.00							
	<b>Total Fixed Assets</b>	<b>\$ 18,500.00</b>							
	<b>TOTAL ALL CAT.</b>	<b>\$ 104,980.00</b>							