

Elk Grove – Cosumnes Cemetery District

Office address: 8540 Elk Grove Blvd., Elk Grove, CA 95624

Mailing address: P.O. Box 1533, Elk Grove, CA 95759-1533

Office phone: (916) 686-5170 Fax: (916) 686-6030

The Board of Trustees of the Elk Grove – Cosumnes Cemetery District held their regular Board meeting on Thursday, August 10, 2017 at 3:00 p.m. at the District office.

Present were: Chairman David Lema, Trustees: Dennis Buscher, Nan Mahon, Phillip Stark and Steve Weaver.
Staff: District Manager Jonathan Lambdin, District Secretary Debbie Gale, Office Assistant Alix Cote.
Visitor: Stan Carrothers, District Auditor.
Public Personnel: Scout Tyler Martin and Father Mr. Martin.

Public Comment: Scout Tyler Martin would like to build a gateway arch made of steel at the entrance of the San Joaquin Cemetery with the name of the cemetery on the archway. A motion was made first by Trustee Steve Weaver to accept this scout project from Scout Tyler Martin, and seconded by Trustee Phillip Stark. The vote of approval was unanimous. District Manager Jonathan Lambdin was asked to draft a letter accepting this project and thanking Scout Tyler Martin for choosing us as his project.

Consent Calendar: Trustee Dennis Buscher made a motion to approve the July 13th receipts, claims, payroll plus the July 13th, 2017 Meeting minutes. Seconded by Trustee Steve Weaver. The vote of approval was unanimous. Trustee Phillip Stark ask us to Alphabetize Column “A” on the Claims Report to read Claims easier.

Discussion and/or Possible Action Items:

Financial –

- 1) Budget Status – District Manager Jonathan Lambdin completed budget and will have it in by the due date, August 31st, 2017. Trustee Steve Weaver made a motion to approve budget. Seconded by Trustee Phillip Stark. The vote of approval was unanimous.
- 2) Rollover Endowment – Motion was made by Trustee Phillip Stark to approve the Rollover Endowment. Seconded by Trustee Steve Weaver. The vote of approval was unanimous.
- 3) Current Financial Activity Reports – No updated information regarding this topic.
- 4) Assessment of District’s continued participation in the County Retirement system – No updated information regarding this topic.

Projects-

- 1) Improvement project at Franklin Cemetery – District Manager Jonathan Lambdin is looking to hire an Architect to help design features at Franklin and possibly Pleasant Grove. District Manager Lambdin is also looking for someone to contract for all lawns and a new watering system at Elder Creek. No motion was made.
- 2) Tree trimming project at the Elk Grove/ other cemeteries – No updates regarding this topic.
- 3) Website project – District Manager Jonathan Lambdin had Office Manager Debbie Gale send a flash drive with updated pictures to add to our new website being made. District Manger Lambdin said it should be finished in the next 30-60 days. No motion was made.
- 4) 360 Project – District Manager Jonathan Lambdin will have 360 Player up to show Board members by next meeting. The Board needs to pick 5-6 major hotspots in each cemetery to highlight for 360 Player. No motion was made.
- 5) Data base project – Chairman David Lema wants District Manager Jonathan Lambdin to write a letter explaining why he picked WebCemeteries instead of any other company. No motion was made.
- 6) Friends of the District docent/volunteer project – Trustee Nan Mahon will write letter explaining the need for “Friends”, and the purpose of having a “Friends of the District”. Trustee Mahon also wants to put invites to attend on both Facebook and our Website. No motion was made.
- 7) Mutual aid pact development project – District Manager Jonathan Lambdin will be attending the PCA Annual Conference at Black Hawk Casino August 22nd, 2017 – August 24th, 2017. District Manager Lambdin will also be attending CAPC Conference in October at the Hilton in Downtown Sacramento. Trustee Phillip Stark will be joining District Manager. No motion was made.

Staffing –

- 1) Status of grounds keeping staffing – District Manager Jonathan Lambdin informed the Board that there is no updated information on Jack. District Manager Lambdin also updated Board on the status of Nate, Nate might need a second

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surgery due to the first surgery not fixing the problem. At this point District Manager doesn't have an update on if he will come back to work or not. No motion was made.

- 2) Pending disability activities – Chairman David Lema informed the Board that Paul could be moving to Oklahoma. No motion was made.

Equipment –

- 1) New equipment status – District Manager Jonathan Lambdin needs to purchase a new battery for Mike's old truck. District Manager is also considering purchasing two new trucks. Chairman David Lema wants to make sure that District Manager Lambdin uses the State Master Contract for purchasing. No motion was made.
- 2) Planned acquisitions – No updated information regarding this topic.

Special Activities –

- 1) 2017 History week activity – Chairman David Lema will be in contact with Office Assistant Alix Cote in regards to names and contact information for docents. No motion was made.
- 2) 2017 Holiday event – District Manager Jonathan Lambdin met with the Principal from Pleasant Grove Elementary to discuss using the Cafeteria to hold a portion of our Holiday event. Principal explained that we would need to fill out an application with Elk Grove Unified School District and that it would be for a cost. Chairman David Lema would like to schedule a time to meet with Elk Grove Unified School District to get further direction on how to use the facility. Our Holiday program has been decided to be on December 2nd, 2017 from 2-4. No motion was made.

Land Acquisitions/Transactions –

- 1) CalTrans property – San Joaquin Cemetery – District Manager Jonathan Lambdin needs to find an Architect to design what could possibly be placed at San Joaquin. No motion was made.
- 2) Hilltop Cemetery – Parking Lot – Chairman David Lema and District Jonathan Lambdin met with Waste Management regarding space next to Hilltop Cemetery, the space cannot be used at all according to Waste Management. No motion was made.
- 3) Retiring note for Pleasant Grove Property – No updated information regarding this topic.
- 4) Acquiring land within the planned development of County (northwest quadrant of the District) – No updated information regarding this topic.

Pending Meetings –

- 1) City of Elk Grove – No updated information regarding this topic.
- 2) Boards of Cemetery Districts in the County – No updated information regarding this topic.
- 3) County Solid Waste Management – Hilltop parking lot – No updated information regarding this topic.

Report from District Manager/ Board Members about other Meetings –

- 1) LAFCO Commission – No updated information regarding this topic.
- 2) Cemetery Commission – Chairman David Lema explained that the County Coroner's Office is looking for free burials for unidentified people who have passed and need to be buried. Galt gave two spots, so Chairman David Lema says that should be enough for the Coroner's Office. No motion was made.

New Business –

- 1) CAPA meeting in Sacramento – October 6th – 7th – District Manager Jonathan Lambdin and Trustee Phillip Stark will be attending.

Comments –

- 1) Change in Titles – Trustee Phillip Stark would like to have a Board Clerk to do appointment scheduling, minutes, and any other way the Board decides to use this person. District Manager Jonathan Lambdin will offer the position to someone, or hire additional help. Chairman David Lema is to schedule a meeting with City of Elk Grove, CSD, and Elk Grove Unified School District.

This meeting adjourned at 5:57 p.m.

Next regular Board Meeting will be held on Thursday, August 9h 2017 at 3 p.m. at the District office.

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Respectfully submitted by,

Alix Cote

Office Assistant for the Elk Grove – Cosumnes Cemetery District

Date Minutes approved: