

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, December 14, 2017 at 3:00 p.m. at the District office.

Present were: Chairman David Lema, Trustees: Dennis Buscher, Nan Mahon, Steve Weaver, Phillip Stark.
Staff: District Manager Jonathan Lambdin, Secretary Debbie Gale, and Office Assistant Alix Cote.
Visitor: Mr. John Lambdin from Elk Grove Funeral Chapel

Public Comment: Mr. John Lambdin from Elk Grove Funeral Chapel attended this board meeting seeking approval for a special request from the Hanford Family who have purchased several plots at Pleasant Grove Cemetery. This request from the Hanford family is for a headstone that is larger than what is accepted. Mrs. Iris Hanford would like to have a grave blanket like her husband Mr. Preston Hanford. Chairman David Lema would like have a letter created by District Manager Jonathan Lambdin explaining specific requirements of the maintenance and upkeep of these grave blankets. The Board of Trustee will vote on this item next meeting following the letter created by District Manager Jonathan Lambdin.

Consent Calendar:

- A) – Trustee Nan Mahon made a motion to approve the November 9th, 2017 meeting minutes. Seconded by Trustee Dennis Busher. The vote of approval was unanimous.
- B) – Trustee Steve Weaver made a motion to approve claims, receipts, and payroll for November 9th, 2017 Board meeting. Seconded by Trustee Dennis Buscher. The vote of approval was unanimous.

Discussion and/or Possible Action Items:

Financial –

- 1) Current Financial Activity Reports – No updated information regarding this topic. No motion was made.
- 2) Assessment of District's continued participation in the County Retirement system – No update information regarding this topic. No motion was made.

Projects-

- 1) Improvement project at Franklin Cemetery – District Manager Jonathan Lambdin is inquiring several landscape architects, no one is returning his calls. Chairman David Lema wants a procurement agreement created by District Manager Jonathan Lambdin specifying a return date and open for bidding. Chairman Lema and District Manager Lambdin will meet to draft procurement agreement. No motion was made.
- 2) Tree trimming project at the Elk Grove/ other cemeteries – District Manager Jonathan Lambdin received bid from West Coast Arborist, this bid with everything included is the most reasonable considering everything that is included. District Manager Lambdin will start contract with West Coast Arborist and they have agreed to start in January. No motion was made.
- 3) Website project – District Manager Jonathan Lambdin has signed the contract with WebCemeteries, this project will begin in January. District Manager Lambdin has two website options, everyone agreed that the second website option looks better. Trustee Phillip Stark and District Manager Lambdin will pick out better photos to add to the website. No motion was made.
- 4) Friends of the District docent/volunteer project – District Manager Jonathan Lambdin informed the board about Friends of the Cemetery meeting on December 13th, 2017. District Manager Lambdin reported on Friends of the District starting to create a set of By Laws. No motion was made.
- 5) Mutual aid pact development project – District Manager Jonathan Lambdin has no updated information. No motion was made.
- 6) Lights on Tree – District Manager Jonathan Lambdin suggested that the lights be put on the big redwood tree outside the office and that the tree could be lite up a couple times a year. During Christmas time the lights could be white, and during Memorial Day and 4th of July the lights could be red, white, and blue. District Manager Lambdin is in the process of inquiring lights for the tree.

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- 7) Flagpole – District Manager Jonathan Lambdin and Board of Trustee decided to pick a location for the flagpole. The location is next to the parking lot lamp near the drive through gate. District Manager Jonathan Lambdin will purchase a 30 foot flagpole and flag.

Staffing –

- 1) Status of grounds keeping staffing – District Manager Jonathan Lambdin would like to add a fourth guy to the ground crew for extra assistance. Trustee Steve Weaver believes that adding an additional guy projects would get done faster and it would help the current grounds crew. No motion was made.
- 2) Pending disability activities – No updated information. No motion was made.

Equipment –

- 1) New equipment status – No updated information. No motion was made.
- 2) Planned acquisitions – No updated information regarding this topic. No motion was made.

Special Activities –

- 1) 2018 Holiday event – Trustee Nan Mahon would like to do World War II theme for 2018 Memorial Day. Chairman David Lema wants District Manager Jonathan Lambdin to find an interesting story from a WWII veteran that is buried in the cemetery. No motion was made.

Land Acquisitions/Transactions –

- 1) Cal Trans property – San Joaquin Cemetery – Trustee Steve Weaver is going to follow up with the City of Elk Grove and report back. No motion was made.
- 2) Retiring note for Pleasant Grove Property – No updated information regarding this topic. No motion was made.
- 3) Acquiring land within the planned development of County (northwest quadrant of the District) – Chairman David Lema wants a Trustee to meet with Mr. Don Nottoli to get some direction. No motion was made.

Report from District Manager/ Board Members about other Meetings –

- 1) LAFCO Commission – Trustee Phillip Stark reported that the next meeting is in January. No motion was made.
- 2) Cemetery Commission – Chairman David Lema attended his last meeting and reported that the Cemetery Commission is working on getting a mission statement and a budget together. District Manager Jonathan Lambdin will start attending these meetings in January. No motion was made.

New Business –

- 1) CAPC meeting in Sacramento – No updated information. No motion was made.
- 2) Headstone Policy Statement – Chairman David Lema wants District Manager Jonathan Lambdin to create a Headstone Policy that is three to four sentences long explaining when and if we fix or remove headstones. District Manager Lambdin wants to clear every headstone at least once a year from everything placed on or around the grave. Trustee Steve Weaver believes that cleaning all the cemeteries at least four times a year/once a quarter will eliminate the amount of things placed on graves and headstones.
- 3) Election of Officers – Chairman David Lema doesn't want to serve as Chairman for another year. The 2018 Board Chairman is Phillip Stark with Vice Chair Dennis Buscher. Motion was made first by Trustee Steve Weaver and seconded by Trustee Nan Mahon. The vote of approval was unanimous.

Extra comments –

This meeting adjourned at 5:14p.m.

Next regular Board Meeting will be held on Thursday, January 11th, 2018 at 3 p.m. at the District office.

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Respectfully submitted by,

Alix Cote

Board Clerk for the Elk Grove – Cosumnes Cemetery District

Date Minutes approved: