

Elk Grove – Cosumnes Cemetery District

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The Board of Trustees of the Elk Grove – Cosumnes Cemetery District held their regular Board meeting on Thursday, February 9th 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
Project Manager Jack Colombo.
Visitor: Stan Carrothers, District Auditor.

Public Comment: None.

Consent Calendar: Trustee Steve Weaver made a motion to approve the January's receipts, claims, payroll plus the January 12th Meeting minutes. Seconded by Trustee Dennis Buscher. The vote of approval was unanimous.

Discussion and/or Possible Action Items:

- **Resolution 2017 – 1, Transfer of funds from one account to several accounts -** District Manager Jonathan Lambdin informed the Board of the transferring of funds from Contingencies to four different accounts. It is necessary to transfer \$15,000.00 from Contingencies to the following: \$ 3,000.00 to office supplies account, \$ 2,000.00 to building maintenance service, \$ 5,000.00 to telephone services and \$ 5,000.00 to other operating expense services. A motion was made by Trustee Steve Weaver to approve transferring \$ 15,000.00 from account #7901 (Contingencies) to the listed accounts as stated above. Seconded by Trustee Phillip Stark. The vote of approval was unanimous.

- **Cem360 -** District Manager Jonathan Lambdin discussed the quote from Cem360 from last month's meeting. A motion was made by Trustee Dennis Buscher to proceed with the Cem350 company for this project. Seconded by Trustee Nan Mahon. The vote of approval was unanimous.

District Manager Lambdin also discussed a quote of \$ 4,000.00 from the lady who will be redesigning the District website which will incorporate the Cem360 project.

- **Growth of District -** The Board discussed the mission statement for the District. Board were asked to make changes and email them to the District Manager. No vote was necessary. Chairman David Lema asked for the subject "Growth of the District" to be a continual item on each month's agenda.

- **Adopt Annual report for 2016 -** The Board will continue reviewing and making changes to the Annual report. Trustee Phillip Stark asked who sets up the Sphere of Influence. Chairman David Lema answered that LAFCO set up the sphere.

- **Equipment quotes –** The Board was sent equipment quotes to review before this board meeting. A copy of each bid will be attached with the approved minutes. District Manager Lambdin recommended purchasing two pieces of equipment, 1) VIO-27 Yanmar excavator including trailer and 2) Equipter DT3000 Self-Propelled Dirt trailer. A motion was made by Trustee Steve Weaver to approve the purchasing of both pieces of equipment for the District. Seconded by Trustee Dennis Buscher. The vote of approval was unanimous.

- **District Price review -** The Board reviewed pricing for the District. A motion was made by Trustee Phillip Stark to defer increasing prices by 5% as of April 1st 2017. Seconded by Trustee Steve Weaver. The vote of approval was unanimous.

- **Memorial Day planning -** Trustee Nan Mahon would like to focus this year's Memorial day program on World War I. Trustee Mahon would like two individuals to read poetry and focus the music from this era. She also requested that a picture of her father in his World War I uniform be placed on the front cover of the program.

Discussion, Questions and Comments:

- **District Manager:** Manager Jonathan Lambdin discussed his visit to Sylvan Cemetery for a Manager's meeting. He learned that most District accept credit cards thru Paygov and he will be considering it. Manager Lambdin also learned that most Districts do not accept insurance assignments from mortuaries. It was suggested that a letter be written to all the mortuaries in the area reinforcing that the District accepts cash, checks and will no longer accept insurance assignments.

Manager Lambdin hired a new employee who then quit within two days. Manager Lambdin will be looking into a temp agency that the Roseville and Sylvan Districts use. Manager Lambdin also mentioned that the Golden Risk Management will be holding an Ethics and Harassment Conference in Williams California.

Manager Lambdin reported that Jack Colombo is injured but has accepted the position of Project manager for the District. He will move forward with getting projects done. The Board looked into the purchasing/bid policy for the District to clarify a few questions. Any purchases under \$ 5,000.00 is under the Manager's discretion. Any purchases/projects from \$ 5,000.00 to \$ 10,000.00 will need the Boards approval and any purchases/projects over \$ 10,000.00 will need three bids.

- **Project Manager:** Project Manager Jack Colombo informed the Board that the rental property has a leaky roof in part of the house. He has contacted Bryan Haggerman to look at the roof. Project Manager Colombo also has contacted Tree Tech to look into removing a down tree at the Elder Creek Cemetery. Project Manager Colombo asked the Board to review a Project list and mark the order of prior projects to be worked on. Trustee Phillip Stark asked about the concrete work that was to be done at the Elk Grove Cemetery over several family lots. Project Manager Colombo indicated that it is a continuing project in the Elk Grove cemetery.

- **Trustees:** Trustee Nan Mahon asked if Manager Lambdin would be interested in joining the Chamber of Commerce. He thought that would be a good idea.

Trustee Steve Weaver suggested that the Board relook at the District Bylaws, policies for construction and services. Trustee Weaver and Trustee Stark will form a committee to review these items.

This meeting adjourned at 5:40 p.m.

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

Respectfully submitted by,

Debra L. Gale
District Secretary for the Elk Grove – Cosumnes Cemetery District

Date Minutes approved: