

Elk Grove – Cosumnes Cemetery District

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

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The Board of Trustees of the Elk Grove – Cosumnes Cemetery District held their regular Board meeting on Thursday, February 8th 2018 at 3:00 p.m. at the District office.

Present were: Chairman Phillip Stark, Trustees: David Lema, Dennis Buscher, Nan Mahon, and Steve Weaver.
Staff: District Manager Jonathan Lambdin, Groundsman Josh Carpenter and Secretary Debbie Gale.
Absent: Office Assistant Alix Cote.
Visitor: Dan Whited of Engineered Construction Services Corporation

Public Comment:

Due to traffic issues, Mr. Dan Whited arrived later in the Board Meeting. Mr. Whited reported to the Board the details surrounding the construction of a painted redwood fence along the back and east sides of the Elk Grove Cemetery. Mr. Whited indicated that their legal team will draw up an “easement” contract dealing with the east side of the Elk Grove Cemetery. The Board asked about the 25 feet of fencing at the west end of the cemetery. Mr. Whited will talk to his engineer about continuing the fence to that point. The Board also asked that the fence be painted the greenish color shown in the bottom picture of the fencing example. This project will start February 12th and take around four to five days to complete. A temporary fence will be placed in the cemetery during the construction. A picture, corresponding information and copy of business cards will be attached to the approved minutes.

Consent Calendar:

- A) Trustee Steve Weaver made a motion to approve the January 11th minutes, January claims, receipts, and payroll. Seconded by Trustee Dennis Buscher. The vote of approval was unanimous.

Discussion and/or Possible Action Items:

Financial –

- 1) Current Financial Activity Reports – Chairman Phillip Stark reported that the Wells Fargo investment balances are fine. Trustee Dennis Buscher asked if the financial records that Accountant Stan Carrothers has of the District have been retrieved. Manager Jonathan Lambdin was asked by the Board to write a letter to the Carrothers family asking for these records since Mr. Carrothers has passed away. The Trustees discuss what to do about a replacement auditor. Trustee David Lema suggested several agencies for Manager Lambdin to contact.
Manager Jonathan Lambdin informed the Board that County of Sacramento will be changing banks in June. The County will be changing from Wells Fargo to Bank of the West. All Board members signed bank form for the District.
- 2) Assessment of District’s continued participation in the County Retirement system – Nothing at this time.

Projects-

- 1) Project planning binders – Manager Lambdin and Trustee Lema met and talked about project planning. It is work in progress but the following were discussed:
 - A) Franklin Cemetery – Manager Lambdin explained to the Board that the Franklin Cemetery is a larger project than first thought. Manager Lambdin has met with Jimmy Pinocchio, Professional Civil Engineer consultant regarding the Franklin Cemetery. The Board was shown the bid for the Franklin project. A copy of this bid will be attached to the approved minutes. The Board agree to go ahead with this project since it is within the Manager’s limits. The Trustees asked Manager Lambdin to arrange a contract with Mr. Pinocchio for future projects.
 - B) Elk Grove Cemetery – See Public Comment above for the discussion with Mr. Whited.
 - C) Hilltop, Pleasant Grove, San Joaquin, Elder Creek and Kent Street Shop - Nothing at this time for these locations.

- 2) Tree trimming project at the Elk Grove/other cemeteries – District Manager Jonathan Lambdin reported that the West Coast Arborist still has two trees to finish and a stump to remove. Manager Lambdin will be meeting with the arborist on Monday, February 12th to further discuss projects. The next project is to catalog all of the trees in all of the cemeteries for the District records.
- 3) Website project – District Manager Jonathan Lambdin showed the Trustees a mockup of the website in his office. Trustee David Lema and Manager Lambdin will meet to finish up the information requested for the web creator so the website can be completed. Manager Lambdin reported that Alix Cote, Office assistant will be trained to maintain the website.
- 4) Friends of the District docent/volunteer project – Nothing to report at this time.
- 5) Mutual aid pact development project – District Manager Jonathan Lambdin reported that he is still working on this.
- 6) Lights on Tree – Nothing at this time but further discuss at the next meeting.
- 7) Flagpole – District Manager Jonathan Lambdin reported that he is still working on this.
- 8) Hanford Approval Letter – District Manager Jonathan Lambdin reported that he is still working on this.
- 9) Bench Policy - The Board reviewed the bench policy prior to this meeting. A motion was made by Trustee Steve Weaver to accept this bench policy as printed. Seconded by Trustee David Lema. The vote of approval was unanimous.
- 10) Smoking Policy - The Board also reviewed the smoking policy prior to this meeting. A motion was made by Trustee David Lema to accept the smoking policy as printed. Seconded by Trustee Steve Weaver. The vote of approval was unanimous.
- 11) Decoration policy - Trustee Dennis Buscher discussed with the Board what he does not like in the Decoration policy. Trustee Lema suggested looking at how it is worded again. Trustee Buscher and Lema will be reviewing this policy and discuss further next month.
- 12) Headstone Policy Statement – The Board also reviewed the headstone policy prior to this meeting. A motion was made by Trustee Steve Weaver to approval this headstone policy as printed. Seconded by Trustee Dennis Buscher. The vote of approval by all members present. Trustee David Lema had to leave this meeting early.

Staffing –

- 1) Status of grounds keeping staffing – District Manager Jonathan Lambdin reported that all is good.
- 2) Pending disability activities – Manager Lambdin reported on Groundskeeper Jack Colombo’s progress.

Equipment –

- 1) New equipment status – District Manager Jonathan Lambdin discussed further the purchasing of a “GSSI” ground penetrating machine for surveying in the cemeteries. Manager Lambdin will be checking into training dates from the company.
The Board discussed with Groundskeeper Josh Carpenter the cleaning of equipment and keeping a maintenance log. Manager Jonathan Lambdin reported purchasing a vacuum and garbage can for the Kent Street property.
- 2) Planned acquisitions – As stated above, purchasing of a ground penetrating machine.

Special Activities –

- 1) Memorial Day 2018 – Trustee Nan Mahon asked the Board to set up a budget for this year’s Memorial Day program. A motion was made by Trustee Dennis Buscher to set a budget of \$ 500.00 for this year’s Memorial Day. Seconded by Trustee Steve Weaver. The vote was as follows:
Ayes – Trustees Dennis Buscher, Phillip Stark, Nan Mahon and Steve Weaver.
Absent – Trustee David Lema.
Manager Lambdin will be contacting the Military Museum about a display of World War II this year.

Land Acquisitions/Transactions –

- 1) Cal Trans property – Trustee Steve Weaver has talked to the City of Sacramento about the Cal Trans property next to the San Joaquin Cemetery. The City will be getting back to Trustee Weaver regarding zoning and the plans of this area.
- 2) Acquiring land within the planned development of County (northwest quadrant of the District) – No updated information.

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Pending Meetings – None at this time.

Report from District Manager / Board Members about other Meetings –

- 1) LAFCO Commission – No report.
- 2) Cemetery Commission – District Manager Jonathan Lambdin attended his first Cemetery Commission meeting this morning. Nothing new to report.

New Business – None.

Executive Session – Closed

Started: 5:07 p.m.

Time ended: 5:35 p.m.

Trustee Steve Weaver reported that Trustees discussed general operation issues.

This meeting adjourned at 5:36 p.m.

Next regular Board Meeting will be held on Thursday, March 8th 2018 at 3 p.m. at the District office.

Respectfully submitted by,

Debra L. Gale

Office Manager for the Elk Grove – Cosumnes Cemetery District

Date Minutes approved: