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

Present were: Chairman Phillip Stark, Trustees: Dennis Buscher, Nan Mahon, Steve Weaver.
Staff: District Manager Jonathan Lambdin, Grounds Foreman Josh Carpenter, Secretary Debbie Gale, and Administrative Assistant Alix Cote.

Public Comment:

None.

Consent Calendar: Trustee Steve Weaver made a motion to amend and approve February’s receipts, claims, 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 – District Manager Jonathan Lambdin reported that he hasn’t found an auditor, Wednesday March 14th 2018 is the manager meeting. At the meeting District Manger Lambdin will ask other managers who they use for an auditor. District Manager has emailed Stan Carrothers Estate and needs to fill out the necessary forms to retrieve the Elk Grove-Cosumnes Cemetery Districts accounting records. No motion was made.

Trustee Steve Weaver met with Peggy Marty to discuss the process of getting a District credit card. The credit card will be from Cal Card, in which the limit is set by the State of California. This specific credit card is not connected with the county, and the invoice will get sent to us and processed like a normal claim.

- 2) Assessment of District’s continued participation in the County Retirement system – District Manager Jonathan Lambdin reports that this is an ongoing process and there is nothing to report currently. No motion was made.

Projects-

- 1) Project Planning Binders – Trustee David Lema – District Manager Jonathan Lambdin
 - a. Franklin Cemetery – District Manager Jonathan Lambdin has gotten things started with Jimmy Pinocchio. District Manager would like to break ground early summer 2018 and believes this project should be completed by the end of summer 2018. No motion was made.
 - b. Elk Grove Cemetery – No updated information. No motion was made.
 - c. Hilltop Cemetery – No updated information. No motion was made.
 - d. Pleasant Grove Cemetery – No updated information. No motion was made.
 - e. San Joaquin Cemetery – No updated information. No motion was made.
 - f. Elder Creek Cemetery – No updated information. No motion was made.
 - g. Kent Street Shop – No updated information. No motion was made.
- 2) Tree trimming project at Elk Grove/other cemeteries – District Manager Jonathan Lambdin reported the finished tree trimming project other than a couple stumps that are still waiting to be ground up. They haven’t

been ground up due to the equipment breaking at West Coast Arborist. District Manager Lambdin has gotten access to a web application to see the value of each tree in the cemetery. District Manager Lambdin has an appointment on Thursday March 15th 2018 to start Pleasant Grove Cemetery. No motion was made.

- 3) Website project – District Manager Jonathan Lambdin should have version 1.0 launched between Friday, March 9th 2018 to Friday, March 16th 2018. Emails are also being created for each board member and staff. No motion was made.
- 4) Elk Grove Fence – District Manager Jonathan Lambdin reported that the fence at the Elk Grove Cemetery is almost done, waiting for the fence to dry from the rain so painting can begin. The color of the paint is a coffee/earthy brown. Painting cost about \$3500.00 and should take between 2-3 days. No motion was made.
- 5) Friends of the District docent/volunteer project – District Manager Jonathan Lambdin reported that Friends of the District will meet again in April with created set of By Laws. No motion was made.
- 6) Mutual aid pact development project – District Manager Jonathan Lambdin believes this is an ongoing process. Nothing new to report on. No motion was made.
- 7) Lights on Tree – No updated information. No motion was made.
- 8) Flagpole – No updated information. No motion was made.
- 9) Hanford Approval Letter – District Manager Jonathan Lambdin is in contact with John Lambdin with the Elk Grove Funeral Chapel to create agreement contract. No motion was made.
- 10) Rules and Regulations for Decoration – Trustee Nan Mahon has fixed a few extra mistakes and wants another wet signature page added. District Manager Jonathan Lambdin will make the following changes. The Board made a motion to adopt this policy with the following changes by first Trustee Steve Weaver and was seconded by Trustee Nan Mahon. The vote of approval was unanimous.

Staffing –

- 1) Status of grounds keeping staffing – Grounds Foreman Josh Carpenter reported that the three grounds crew members are working great, but when projects begin this summer the need for extra help needs to be considered. No motion was made.
- 2) Pending disability activities – District Manager Jonathan Lambdin reported that Jack Columbo is trying to apply for early disability retirement. Mr. Columbo can't lift more than 15 pounds according to work status report from Golden State Risk Management. No motion was made.

Equipment –

- 1) New equipment status – District Manager Jonathan Lambdin has chosen to go with GSSI for penetrating radar equipment. The estimated cost for the trip for the training in New Hampshire with flights, rental car, hotel and food should cost between \$1,600.00 to \$2,000.00 for District Manager Lambdin and Grounds Foreman Josh Carpenter to attend. The total cost with equipment will be around \$21,000.00. District Manager Lambdin believes the best time to attend training in New Hampshire would be June 7th and 8th 2018. The Board has no objections. No motion was made.
- 2) Planned acquisitions – See new equipment status for update. No motion was made.

Special Activities –

- 1) 2018 Holiday event – Trustee Nan Mahon has Beth Dunkin reserved as singer and Gary Mendoza for musical number. District Manager Jonathan Lambdin is in contact with Captain Decker for the WWII Museum and CSD for parking. Trustee Dennis Buscher believes we could use the Historical Societies parking lot if we have someone to manage who parks where. Trustee Buscher would like District employees to contact Historical Society to ask about parking and Chicks in Crisis to ask about a shuttle bus. Board members would like information to be in the newspaper and the city newsletter. No motion was made.

Land Acquisitions/Transactions –

- 1) Cal Trans property – San Joaquin Cemetery – Trustee Steve Weaver reported that the area is not zoned due to it being the state of California ground. Chairman Phillip Stark will get in contact with Jim Coopers office and the City of Elk Grove to help get zoning established. No motion was made.
- 2) Acquiring land within the planned development of County (northwest quadrant of the District) – No updated information. No motion was made.

Pending Meetings – None at this time.

Report from District Manager / Board Members about other Meetings –

- 1) LAFCO Commission – Chairman Phillip Stark isn't sure when the next meeting is. No motion was made.
- 2) Cemetery Commission – District Manger Jonathan Lambdin reported that the meeting for Thursday, March 8th 2018 got canceled. No motion was made.

New Business – Trustee David Lema would like to set aside dates for Elk Grove History Week. Chairman Phillip Stark would like to consider doing September 25th 2018 and September 27th 2018. This is tabled until next meeting. No motion was made.

Executive Session – Closed

Started: 4:17

Time ended: 4:58

Chairman Phillip Stark reported that the Board did an evaluation for District Manager Jonathan Lambdin, Board agreed to give District Manager Lambdin a 3% performance increase as of April 1st 2018.

This meeting adjourned at 4:58 p.m.

Next regular Board Meeting will be held on Thursday, April 12th, 2018 at 3 p.m. at the District office.

Respectfully submitted by,

Alix Cote

Board Clerk for the Elk Grove – Cosumnes Cemetery District

Date Minutes approved: