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

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

Public Comment: None

Consent Calendar: Trustee Steve Weaver made a motion to approve October 11th minutes, 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 – Chairman Phillip Stark reported that not much has changed with the Wells Fargo. Trustee Steve Weaver has a phone appointment with Wells Fargo, will report next meeting. Manager Lambdin reported hat the audit is looking good. Manager Lambdin and David Farnsworth are working together to complete.

Projects-

1) Project Planning Binders – District Manager Jonathan Lambdin met with the Cemetery Commission and has signed the district up to be part of Sacramento State University Arkeological department to get the cemeteries aerial photography, GIS mapping, and lidar laser radar.
    a. Franklin Cemetery – Manager Lambdin reported that he met with Jimmy Pinocchio and Tom regarding the project at the Franklin Cemetery. Manager Lambdin believes the best way to ensure the project is being completed correctly is to have Jimmy Pinocchio and Tom work together. A proposal was sent to Manager Lambdin regarding phase one, which is permits, project manuals, and sent out for job bidding, and phase two is construction management. Trustee Dennis Buscher made a motion to accept the proposal. Seconded by Nan Mahon. The vote of approval was unanimous.
    b. Elk Grove Cemetery – Nothing at this time.
    c. Hilltop Cemetery – Nothing at this time.
    d. Pleasant Grove Cemetery – Nothing at this time.
    e. San Joaquin Cemetery – Manager Lambdin reported that Jack Colombo has been doing brick work surrounding plots.
    f. Elder Creek Cemetery – Manager Lambdin reported that Christina Ramos has been located. Manager Lambdin met with Ramos family to show what plots are available. Manager Lambdin is writing out and agreement to honor two plots and have it signed.
    g. Kent Street Shop – Nothing at this time.
2) Database project – Manager Lambdin reported that everything is going well and the website will be finished when the database is completed.
3) Mutual aid pact development project – Manager Lambdin believes this will be an ongoing process. Nothing new at this time.

Staffing –

1) Status of grounds keeping staffing – Manager Lambdin reported his car accident, new time clocks, disciplinary actions that have taken place, and Halloween night. The car accident took place in the parking lot at the Elk Grove Cemetery. Manager Lambdin backed into a customers parked car while customer was meeting with Administrative Assistant Alix Cote. Chairman Phillip Stark asked Manager Lambdin three times if the intern Alex was in the vehicle during the incident. Manager Lambdin reported that she wasn't in the vehicle, but Administrative Assistant Alix Cote and Groundsman Jack Colombo got asked if inter Alex was in the district vehicle. Administrative Assistant Alix and Groundsman Jack both witnessed Alex getting out of vehicle after the accident. Manager Lambdin was asked if the accident was reported to the intern's school, which he answered that he spoke about the accident on the phone with school attendance personnel.
2) Policies (Current, revised, new) – Manager Lambdin would like to consider reviewing the headstone policy next meeting.

Equipment –

1) New equipment status – Manager Lambdin is trying to find time to tractor shop. The equipter is working great, but the trucks do need to be replaced shortly.
2) Planned acquisitions – Nothing at this time.

Special Activities –

1) Memorial Day – Manager Lambdin believes we need to start planning and getting in contact with the American Legion. Manager Lambdin will look into scheduling a meeting with them.

Land Acquisitions/Transactions –

1) Acquiring land within the planned development of County (northeast quadrant of the District) – Nothing at this time.

Pending Meetings – Trustee Steve Weaver will look into

Report from District Manager / Board Members about other Meetings –

1) LAFCO Commission – Chairman Phillip Stark has his term ending soon and doesn't see a purpose to continue.
2) Cemetery Commission – Mentioned in project planning binders.

New Business – Nothing at this time.

Executive Session – Closed
Time started: 5:04 P.M.
Time ended: 5:25 P.M.

This meeting adjourned at 5:25 P.M.

Next regular Board Meeting will be held on Thursday, December 13th 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: