

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, April 13th 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

Absent: Project Manager Jack Colombo.

Visitor: Stan Carrothers, District Auditor and Groundskeepers, Josh Carpenter and Ron Beck.

Public Comment: None.

Consent Calendar: Trustee Phillip Stark made a motion to approve the March's receipts, corrected claims, payroll plus the March 9th Meeting minutes. Seconded by Trustee Steve Weaver. The vote of approval was unanimous.

Discussion and/or Possible Action Items:

- **Insurance assignment and Price increases** - District Manager Jonathan drafted a letter informing local mortuaries of the District's price increase on May 1st and restating the District's payment policy. The Board of Trustees looked over the letter and discussed several of the price increases. A motion was made by Trustee Steve Weaver to approve the letter to the mortuaries and approve the price increases. Seconded by Trustee Nan Mahon. The vote of approval was unanimous.

- **Purchase policy** - The Board reviewed the changes to the purchase policy which are noted in last month's Board Meeting minutes. A motion was made by Trustee Steve Weaver to approve all changes to the purchase policy. Seconded by Trustee Phillip Stark. The vote of approval was unanimous.

- **Growth of District** - The Board will continue working on the growth of the District as needed.

- **Memorial Day planning** - Trustee Nan Mahon asked Manager Lambdin for an update on a sound system for the Memorial Day event. Manager Lambdin is working on it. Trustee Mahon reviewed the Memorial Day program with the Trustees and would like to highlight the World War I veterans buried in the Elk Grove Cemetery.

Discussion, Questions and Comments:

- **District Manager:** Manager Jonathan Lambdin reported that the new upright marker section is half completed in the Elk Grove Cemetery and also the driveway has been changed at the Hilltop Cemetery. The new excavator has been received but still waiting for the dump trailer to arrive. Manager Lambdin asked Stan Carrothers, District auditor, about meeting to discuss adding line items to this year's District budget. Manager Lambdin informed the Board of the need to clean out the trees and bushes at the Elk Grove Cemetery. He discussed with the Board three possible bids. The Board asked Manager Lambdin to get three bids that are more equal to the services requested.

Manager Lambdin asked the Board about which company they preferred: Pontem or WebCemeteries for recordkeeping software. The Board would like Manager Lambdin and staff to research both companies then decide which one would fit better with the District. Manager Lambdin has contracted with Carson Landscaping to take care of the weeds on the berm in the front of the Elk Grove Cemetery. It will be a two year contract for \$ 600.00 per year. Manager Lambdin also set up an account with Barebones uniform store across the street from the District office for future purchasing of uniforms. Manager Lambdin reported on changes with the County payroll. In June or July, the District will be changing from once a month payroll to twice a month. Also, setting up direct deposit for all employees and trustees.

- **Trustees:** Trustee Dennis Buscher asked why no work meeting was scheduled last month. The Board decided to set Tuesday, April 25th at 3 p.m. as a work meeting to discuss the future of the Franklin Cemetery. Trustee Phillip Stark asked about the mission statement being placed on the website. The mission statement will be added to the new website Manager Lambdin is having created. Trustee Nan Mahon asked staff to make the badges for the Trustees to be identified at the Memorial Day program. Chairman Dave Lema asked if anyone would be available to fill in as an alternate representative to the Cemetery Commission when he was not available to attend a meeting. Trustee Phillip Stark volunteered. Chairman Dave Lema also informed the Board that Supervisor Don Notolli will be attending next month's Board meeting.

This meeting adjourned at 4:50 p.m.

Next regular Board Meeting will be held on Thursday, May 11th 2017 at 3 p.m. at the District office.

Respectfully submitted by,