

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

Discussion and/or Possible Action Items:

- **Working Committee** - District Manager Jonathan Lambdin discussed the possibility of having a working committee in which he can contact no more than two members of the board to meet and go over special planning and projects that need to have specific input from Trustees. If all Trustees have interest in being present it would be announced a special meeting and posted to the public.
- **Adopt Mission and Vision Statement** - Trustee Denis Buscher made a motion to approve the Mission Statement and the Vision Statement that was written by Chairman David Lema and District Manager Jonathan Lambdin. Seconded by Trustee Steve Weaver. The vote of approval was unanimous. Both Mission Statement and Vision Statement need to be on the District website.
 - Vision Statement
 - The Elk Grove-Cosumnes Cemetery District provides a non-profit, governmental, public option for meeting the interment needs of District residents.
 - Mission Statement
 - With compassion, care, respect for traditions, cultural and religious beliefs, the Elk Grove Cosumnes Cemetery District provides a range of interment options for residents of the District. The District is also a steward and conservator of local history by maintaining, and making available to the public, accurate maps and records for each of the six District cemeteries. The Trustees, Management and Staff of the District continually strive to honor those interred by providing a tranquil continually strive to honor those interred by providing a tranquil environment in each District cemetery.
- **Adopt Preliminary Calendar Year Report for 2016** - Trustee Denis Buscher made a motion to approve the preliminary calendar year report for 2016 and then going forward, issue an annual report at the end of June 2016. Seconded by Trustee Steve Weaver. The vote of approval was unanimous.

- **Insurance assignments** - District Manager Jonathan Lambdin has contact legal counsel from Hunt and Jeppson on what to do for insurance assignments. He was advised that legally he cannot refuse service from any funeral home. District Manager Lambdin is to contact Morgan Jones to set up a time to meet with management about this issue and would like back up from the Board of Trustees. Chairman David Lema and Trustee Steve Weaver offered to attend the meeting with Morgan Jones. Trustee Denis Buscher asked if a policy should be written for this issue. District Manager Jonathan Lambdin was asked to write a policy draft before the next meeting. This motion was tabled until next month.

- **Purchase policy** – Trustee Steve Weaver and Trustee Phillip Stark emailed the following changes to the District Manager Jonathan Lambdin.
 - Copy the First two lines of section 3.1 and insert them at the beginning of section 2.1 and make the dollar amount up to \$10,000.00.
 - Section 2.3 it appears there is an error on line three. Change “mechanic or other building” to individual.
 - Change the dollar amount in 3.1 and make it up to \$10,000.00 and change to dollar amount in section 3.2 and 3.3 to reflect the \$10,000.00
 - Section 4.0 and 4.2 dollar amounts changed to \$10,000.00
 - Sections 5.8(a) and 5.11 should also read \$10,000.00

- **Growth of District** - All Trustees and District Manager agreed to pursue expanding and adding more acreage within the current boundaries of the District – anticipating a doubling of population within our exiting boundaries in the next 10 years. The current cemeteries that might have open acreage adjacent to them are San Joaquin (CalTrans parcels), Elder Creek (Church) and Franklin (Elk Grove Unified School District). Trustees and District manager also agree to look for available county land, speak to Don Notolli to get developing land set aside for cemeteries, seeking land in our sphere of influence, and consider acquiring Galt and Arno.

- **Memorial Day planning** - Trustee Nan Mahon and District Manager Jonathan Lambdin shared thoughts about Memorial Day and what they would like to see happen. The program will do as follows; A Salute to WW1, opening remarks and welcome (chairman), placing of colors, prayer (American Legion), Star Spangled Banner (Theris Coast or Leslie Sandefur), Pledge (two WW1 Soldiers), Armed Forces Medley (soldiers stand in front, ask each veteran of each branch to stand), remarks about WW1 by chairman or vice chair, sing a long of WW1 songs led by soldiers, actors, and Gary Mendoza, solo by Gary Mendoza, Flanders Field (actor), America’s Answer (second actor), taps (Dan Perchson and Bob Holmgren), and ending with a gun salute (American Legion). Trustee Nan Mahon will ask Gary Mendoza to bring his large sound system. All Trustees and District Manager have agreed that there is no conflict of interest with Trustee Nan Mahon and the Gary Mendoza Band.

Discussion, Questions and Comments:

- **District Manager:** District Manager Jonathan Lambdin expressed both his and the district need to have Don Notolli attend one of our meeting even if we needed to have a special meeting that way he could attend. It was suggested that District Manager Jonathan Lambdin get in contact with Don Notolli to plan this special meeting.
 - Manager Lambdin purchased all equipment and the equipment should be here no later than Tuesday March 14, 2017.
 - Manager Lambdin has informed Trustee that Cem360 has begun taking picture and is working on putting together our final Cem360 pictures.
 - Manager Lambdin met with Web Cemeteries to get the following information. Hosting Fee’s \$8,000 per year, around \$20,000 for a digitalized map and all information from previous internments, internment rights, and burial rights to be set up in Web Cemeteries system.
 - Manager Lambdin is in contact with the county and other personal trying to get a district credit card account set up.

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- **Project Manager:** Project Manager Jack Colombo went over the following as completed projects, Franklin Cemetery signs, cutting of trees at Elder Creek Cemetery, house at Pleasant Grove roof, and the start of a new upright section of 24 plots in the Elk Grove Cemetery (should be completed in the new couple of weeks. These following projects are next on the list to start Pleasant Grove Cemetery gates and completion of rock along with Hilltop Cemetery rock. The Franklin fence and pillars got put on hold until all Trustee and District Manager agree on what two features will be installed.
- **Trustees:** Trustees want to make sure that if they come for a second meeting also called a working committee that they will be paid for that second meeting. Trustee Phillip Stark also asked if we could put the nonresident fee on the April meeting to discuss doubling the price.

This meeting adjourned at 5:34 p.m.

Next regular Board Meeting will be held on Thursday, April 13th 2017 at 3 p.m. at the District office.

Respectfully submitted by,

Alix Cote
Office Assistant for the Elk Grove – Cosumnes Cemetery District

Date Minutes approved: April 13th 2017