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The Board of Trustees of the Elk Grove – Cosumnes Cemetery District held a Special Board Meeting on Thursday, May 12th 2022 at 2:00 p.m. at the District office. Trustees in attendance include Chair Peggy Forseth-Andrews, Trustees: Dennis Buscher, Chheavy Lema, Jessica Green and Steve Weaver. Staff: District Manager Jonathan Lambdin, Office Manager Julia Smith, District Secretary Debra Gale and Grounds Supervisor Nick Ingoffo.

Public Comment: None.

Consent Calendar: Trustee Weaver made a motion to approve the March 17th Board meeting minutes and the financial reports for March and April. Seconded by Trustee Green.

Discussion and/or Possible Action Items:

Facilities Report –

- Pleasant Grove Cemetery – The well on the newer side of the cemetery went out. A coil has been ordered to repair it. Also, the Newman property has been paid off.
- Elder Creek Cemetery – A tree split in two on the property. West Coast Arbor has been contacted to remove this tree plus an additional dead tree.
- All cemeteries are having the irrigation system adjusted to prepare for warmer months. Trustee Buscher asked about the replacing of grass at the Franklin Cemetery. Manager Lambdin will contact the company he contacted before the covid outbreak.

Staffing - Manager Lambdin report that the District is fully staff currently. Grounds Supervisor Ingoffo is in the process of training everyone. Under the new structure of the District, Julia Smith is the Office Manager and Nick Ingoffo is the Grounds Supervisor.

Equipment – Manager Lambdin reported all vehicles have arrived that were ordered. Upfitting the vehicles has been on hold. The Board asked about the older trucks. The Board suggested contacting the agency that the State uses to get rid of used vehicles.

Pending Meetings – Manager Lambdin reported that the next Area Managers Meeting will be held here at the Elk Grove – Cosumnes Cemetery District.

Report from District Manager and Board Members about other meetings – Nothing currently.

New Business –

- 1) General Aid Agreement – Manager Lambdin has been busy and nothing has been done at this time.

2) Rosenberg's Rules of Order – At the CAPC conference, it was recommended to use Rosenberg's Rules of Order. The Board will be adding these Rules to the Bylaws that are being drafted.

3) Hiring requirements – No changes currently since Manager Lambdin is satisfied with current staff.

4) Clearing cemeteries once or twice a year - The Board would like to have written notification sent out to each family before clearing the cemeteries and placing banners at each cemetery. Manger Lambdin will write up a formal proposal to present to the Board.

5) Signage of Rules and Regulations – Trustee Green and Lema will be collaborating with Manager Lambdin on new signs for each cemetery.

6) Bylaws for the District – Chair Forseth-Andrews and Trustee Buscher will be working on the Bylaws for the District.

7) Preliminary Budget for 2022-2023 - The Board received the proposed preliminary budget packet in the mail previously to this meeting. The Board discussed what areas might need to be increased for the Final budget in a couple of months. Trustee Steve Weaver made a motion to approve the Preliminary budget for 2022-2023. It was seconded by Trustee Chheavy Lema. The vote of approval was unanimous.

Manager Lambdin mentioned that he is working with other cemetery district to update the IIPP (Injury and Illness Prevention Program) and will be a draft for the next Board meeting.

This meeting adjourned at 3:28 p.m.

The next regular Board Meeting will be on Thursday, June 9th 2022 at 2 p.m.

Respectfully submitted by,

Debra L. Gale – District Secretary for the Elk Grove – Cosumnes Cemetery District

Date Minutes approved: June 9th 2022