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The Board of Trustees of the Elk Grove – Cosumnes Cemetery District held a regular Board Meeting on Thursday, October 13<sup>th</sup> 2022 at 2:15 p.m. at the District office. Trustees in attendance include Chair Peggy Forseth-Andrews, Trustees: Dennis Buscher and Steve Weaver. Staff: District Manager Jonathan Lambdin, Office Manager Julia Smith, District Secretary Debra Gale and Grounds Supervisor Nick Ingoffo. Absent: Trustee Jessica Green and Chheavy Lema.

All Staff and three Trustees gathered at 2:02 p.m. before the start of the Board meeting for a photo session. The photo was needed for Manager Lambdin’s upcoming presentation to the Elk Grove Historical Society about “History of Cemeteries.”

**Public Comment:** None.

**Consent Calendar:** Trustee Steve Weaver made a motion to approve the September 8<sup>th</sup> Board Meeting and the financial reports for September. Seconded by Trustee Dennis Buscher. The vote of approval was unanimous.

#### **Discussion and/or Possible Action Items:**

##### **Facilities Report –**

- Franklin Cemetery – Manager Lambdin reported that sprinkler boxes are being replaced. Trustee Buscher asked about the reseeded of the Franklin Cemetery.
- Elk Grove Cemetery – Brick work continues to go on.
- Pleasant Grove Cemetery – The wells have been fixed.
- San Joaquin Cemetery – The well will be looked at and repaired next week.
- Additional information - Manager Lambdin informed that Board that he has been holding training days with the new groundskeepers to learn about the dig graves and set up for services properly.

**Staffing -** Manager Lambdin reported that he has hired full time Densil Burse and Kim Silvernail to the groundskeeper team. Both have passed the 90 days probation.

**Equipment –** Manager Lambdin report that a new tamper has been purchased.

**Pending Meetings –** Monday, October 17<sup>th</sup> at 6:30 p.m., Manager Lambdin will be giving a presentation at the Elk Grove Historical Society meeting about “History of Cemeteries”.

**Report from District Manager and Board Members about other meetings –** None.

##### **New Business –**

- 1) Bylaws for the District – Tabled at this time.
- 2) IIPP (Injury and Illness Prevention program – The completed IIPP packet was sent to the Trustee before the Board meeting for review. Several corrected were made and noted. Chair Forseth-Andrews asked that page numbers and dates be added to each page. Trustee Weaver made a motion to approve the IIPP as amended with corrections. Trustee Buscher seconded it. The vote of approval was unanimous. An approved final copy of this document is attached to these minutes.

3) Lease extension for the Kent Street warehouse – The Board would like Manager Lambdin to ask The owner for a three-year lease with the option of including a two-year lease extension if possible. If the owner refuses, the Board will reconsider working with the five-year lease. Manager Lambdin will check into it and report back.

4) Surplus policy update - The Board reviewed the Surplus policy for the District. A motion by Trustee Weaver to approve this Surplus policy for the District. Trustee Buscher seconded it. The vote of approval was unanimous. A copy of the approved Surplus policy will be attached to these minutes.

5) District pricing – The Board received a copy of the proposed increases to the District pricing to review. Trustee Weaver (who assisted Manager Lambdin with this proposal) reported increases were proposed for 20%. Chair Forseth-Andrews asked that the wording be changed at the bottom of the price sheeting dealing with checks and credit cards. Chair Forseth-Andrews also asked that the website state that plots are not available at Elk Grove, Elder Creek or San Joaquin Cemeteries. Trustee Buscher made a motion to approve the increased District pricing as of January 1, 2023. Trustee Weaver seconded it. The vote was approval was unanimous. A copy of both current pricing and approved price increases are attached to these minutes.

- Additional information. - Manager Lambdin informed that Board that Attorney Bob Hunt has officially retired and will no longer represent the District. Also informed the Board of the passing of former Board member, Trustee Sterling E. Kloss.

This meeting adjourned at 3:20 p.m.

The next regular Board Meeting will be on Thursday, November 10<sup>th</sup> 2022 at 2 p.m.

Respectfully submitted by,

Debra L. Gale – District Secretary

Elk Grove – Cosumnes Cemetery District

Date Minutes approved: November 10<sup>th</sup> 2022