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The Board of Trustees of the Elk Grove – Cosumnes Cemetery District held a Special Board Meeting on Thursday, August 15th 2024 at 6:32 p.m. at the District office. Trustees in attendance include Chair Peggy Forseth-Andrews, Dennis Buscher, Jessica Green and James Means. Staff: District Manager Jonathan Lambdin and District Secretary Debra Gale. Guest: Brian Hughes of Best, Best and Krieger Law Firm.

Public Comment: None.

Consent Calendar: Trustee Buscher made a motion to approve the June 13th Board Meeting minutes. Seconded by Trustee Means. The vote of approval was unanimous. Also, Trustee Buscher made a motion to approve the July 18th Business Meeting minute. Seconded by Chair Forseth-Andrews.

Discussion and/or Possible Action Items:

Facilities Report – Manager Lambdin reported on the following:

- Trustee Buscher asked about the dry area at the Franklin Cemetery. Manager Lambdin will have the groundkeepers check it out.
- The niche project at the Hilltop Cemetery is completed.
- The air conditioner at the rental home has broken again. Manager Lambdin is waiting for several bids to replacement the AC unit and duct work in the home. Trustee Buscher made a motion to approve up to \$ 24,000.00 to replace the AC unit and duct work. Seconded by Trustee Green. The vote of approval was unanimous.
- The homeless camp near the San Joaquin Cemetery has been removed again. Groundskeepers have removed all the junk left in the parking lot in front of the San Joaquin Cemetery.
- Kent Street warehouse backflow has been repaired.
- Manager Lambdin discussed exploring the options of purchasing the warehouse on Kent Street and the property next door. He will update the Board on any information he receives.
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Staffing – Manager Lambdin reported that the groundkeepers will start having “Tailgate training.”

Equipment – Manager Lambdin mentioned that it is time to start replacing tires on the vehicles over the next several months.

Pending Meetings – Tuesday, August 20th at 10 am there will be a Memorial Day planning meeting at the District office.

Report from District Manager and Board Members about other meetings – Manager Lambdin attended the PCA Conference on August 2nd in Grass Valley.

New Business –

Legal questions with Brian Hughes of Best, Best and Krieger- Manager Lambdin introduced Mr. Hughes to the Board. He reviewed with the Board several items of concern for the District:

- 1) Bounced check policy - Manager Lambdin explained the reason situation with a family who bounced a check. Mr. Hughes will be creating a policy showing the steps needed with families to receive payment. He suggested getting a “check reader” for the office that tells you instantly if the check is good or not.
- 2) District Handbook - The handbook is going to be reviewed and updated by a colleague, Laura in the firm. Trustee Green asked if the Board could have a digital copy to review.
- 3) Shop - Most of the shop issues were discussed earlier. Mr. Hughes would like to draft any paperwork needed for any purchasing of property if needed.

This meeting was adjourned at 8:08 p.m.

Next Special Board Meeting will be August 26th 2024 at 4:00 p.m. at the District office.

Respectfully submitted by,

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

Date Minutes approved: October 10, 2024