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The Board of Trustees of the Elk Grove – Cosumnes Cemetery District held our regular Board Meeting on Thursday, November 14th 2024 at 6:31 p.m. at the District office. Trustees in attendance include Dennis Buscher, Jessica Green and James Means. Staff: District Manager Jonathan Lambdin and District Secretary Debra Gale. Absent: Chair Peggy Forseth-Andrews. Visitor: Brian Hughes, Attorney with Best, Best and Krieger Law Firm.

Public Comment: None.

Consent Calendar: Trustee Buscher made a motion to approve the October 10th Board Meeting and October 22nd Special Board Meeting minutes plus October financial reports. Seconded by Trustee Means. The vote of approval was unanimous.

Discussion and/or Possible Action Items:

Facilities Report – Manager Lambdin reported staff is winterizing all cemeteries.

Staffing – Nothing currently.

Equipment – Manager Lambdin reported that another truck had its tires have been replaced.

Pending Meetings – Memorial day planning meeting on November 19th at the CSD building. Manager Lambdin and Trustee Means will be attending.

New Business –

Updated Employee Handbook- Brian Hughes reviewed and explained the three areas of changes to the updated Employee Handbook. 1) Definition changes – the proper wordage in the Handbook, 2) Policy changes for example paternity leave was added, setting up Lactation rooms, etc., and 3) Unnecessary items were removed from the Handbook. Trustee Means made a motion to adopt the updated Employee Handbook as reviewed. Seconded by Trustee Buscher. The vote of approval was unanimous.

Updated Contract and Interment order Authorization - Mr. Hughes also reviewed the updated contract and the addition of the Interment order Authorization to the Board. Trustee Buscher accepted the updated Contract and adding the Interment order Authorization form. Seconded by Trustee Means. The vote of approval was unanimous.

Bench Policy – Manager Lambdin has had no time this month to prepare an updated Bench Policy and ask for help in developing this policy for next month’s meeting. Trustee Means volunteered to help Manager Lambdin.

The Board went into Closed Session at 7:42 p.m. and reconvened at 8:10 p.m. The Vice Chair reported that no action was taken.

The Board reviewed items that will be placed on next month’s agenda – 1) Temporary markers policy, 2) Bench/Memorial rights policy and 3) Yearly nominations for Chairperson/other offices.

This meeting was adjourned at 7:35 p.m.

Next Board Meeting will be December 12th 2024 at 6:30 p.m. at the District office.

Respectfully submitted by,

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

Date Minutes approved: 1/9/2025