

## Vacaville-Elmira Cemetery District Board of Trustees, April 15, 2025

Chairman Rushford called the meeting in order at 4:05pm.

**Present:** Elota Dorjahn, Ron Rushford, Wendy Wigmore, Milton Steck, Aaron Love

**Staff Present:** Heather Strachan **Also Present:** Ramona Dunehew, Sandra Britt, Jerry Olive

In an effort to respect the Britt family's time, Rushford will start the meeting with line item 1 from New Business.

**New Business:** 1. Multiple Burial Request – Britt family: Sandra Britt spoke explaining that their sister, Arlene, had passed away very recently. Her wish was to have her cremated remains buried with her mother as they were very close. Her mother, Gloria, is buried as a cremation in a full-size crypt on top of her husband. After a brief discussion Steck motioned to approve the Britt family's request, Dorjahn second.

**Ayes: Five Noes: Zero**

**Minutes:** Wigmore moved to approve the minutes for February, Love seconded.

**Claims:** Wigmore moved to approve the claims for February, Steck seconded. Wigmore moved to approve the claims for March, Steck seconded.

**Correspondence:** 1. CA Special Districts Magazine: Strachan gave the magazine to the board and mentioned that although there weren't any articles pertaining to cemeteries this time, there was an interesting one about library access for incarcerated juveniles. 2. CA Association of Public Cemeteries: Strachan gave the newsletter and states that it has highlights from the annual conference and shows photos of the awardees. 3. Letter from Vacaville PD: Strachan shared that the VVPD Honor guard sent a nice Thank You letter with a few thoughtful gifts to thank us for the excellent care and service they received when laying Officer Matt Bowen to rest.

**Old Business:** 1. Rules and Regulations Update: Strachan reminds the board that she is tasked with calling other cemeteries to ask their rules and fees for allowing multiple burials in one plot. She gives a typed report with the information noting one cemetery allows six in one grave. Strachan states that six is too many in her opinion, especially when it comes to memorializing them on the headstone. Love asked if there was a downside to allowing families to bury multiples in one grave. Strachan states the downside is a loss of revenue because the families aren't purchasing another plot which is why she'd like to implement a multiple burial fee if a third burial is allowed. Discussion. Strachan speaks about depth of burials and had Franco come in to confirm the depth to top of the vault on a double crypt. He states it is approximately 15 to 18 inches. State law requires a minimum of 12 inches. Strachan states that a cremation going on top of a double crypt would need to be in the smallest or 'standard size' urn vault. After a lengthy discussion, it is decided that the District will table the matter until the next meeting in June. Strachan will write up the discussed regulation change to be voted on then. 2. 31B infant burial section – concrete construction bid review: Strachan handed out the bids from four companies and spoke about the different conversations and impressions she had from each. Discussion. Strachan states she was most impressed by Samuel from Saitta Construction and appreciated that he also offered to

supervise our staff if we wanted to do the work ourselves. Love asked if Strachan checked the Better Business Bureau or Yelp reviews for Saitta. Strachan said he had checked Google and he had positive reviews, but she hadn't checked the BBB. Jerry (member of the public) suggests also checking the contractors' licensing board website. Dorjahn states she would prefer that we have Saitta do the work rather than supervise our crew doing it so if there is an issue, it's on the company. Wigmore agrees as does Strachan for the same reasons as well as the fact that it would block out our schedule for burials. After a lengthy discussion Steck motioned to approve the bid from Saitta Construction barring any red flags on BBB and after verifying his contractor's license is in force and in good standing, Wigmore seconded.

**Ayes: Five Noes: Zero**

3. Development of block 34 – flat headstone area: Strachan reminded the board that we had hydroseeded the area in October in preparation for mapping and development. It is now mapped and there will be 12 trees planted within the next week or so. She showed the printed map and states that we will have 893 usable plots. At today's prices for the plot alone, that equals \$1.3 million in sales. Wigmore suggests charging a premium for being buried near a tree. Strachan says she has considered it as those are the sought after sites that sell the quickest.

**New Business:** 1. Multiple burial request – Britt Family: See previous 2. By-laws amendment – support staff attendance: Strachan states that in reviewing District policies she realized that our by-laws state that the Administrative Assistant and Grounds Foreman "shall attend all meetings". Employee Sanchez had previously requested that they not be required to attend, which the board agreed to. Strachan states that the by-laws must now be changed and asked for suggestions on how the board would like it to read. Love suggests changing that line to; "shall attend at the direction of the board." Strachan will make the change and present the revised by-laws at the next meeting in June for board approval.

**Public Comments:** Jerry Olive shares that he is a local State Farm Agent. His colleague is on the Solano Cemetery board and mentioned to him that he would appreciate attending meetings and learning more about how the District operates. Jerry states he was impressed by how much forethought goes into planning the cemetery's future and liked learning more about the operations. He said he will likely attend again.

**Trustee Comments:** Wigmore points out the next meeting date listed on the agenda is incorrect. It should be June 10<sup>th</sup> not 11<sup>th</sup>. Strachan will correct the error on the posted agenda. Wigmore then states she is unavailable on that date and asked if we can move the meeting to the 17<sup>th</sup>. Dorjahn will verify on her calendar and call Strachan. Strachan states that is also our budget meeting and she would like all the board members present if possible. If there are no conflicts, the next meeting will be held on the 17<sup>th</sup> at 3pm.

**Staff Comments:** Strachan shared that the District had 16 burials in February, 11 of those were cremations and 16 in March, 5 of those were cremations.

**Adjournment:** Having no further business to discuss, Rushford adjourned the meeting at 5:07pm

Respectfully submitted by Heather Strachan, District Manager – Secretary to the Board