

## Vacaville-Elmira Cemetery District Board of Trustees, December 13, 2022

Chairman Rushford called the meeting to order at 4:06pm.

**Present:** Rushford, Wigmore and Steck. **Absent:** Dorjahn

**Staff Present:** Strachan, Franco, and Sanchez

**Minutes:** Rushford moved to approve minutes for October with one addition, the cost per item of our new equipment should be added instead of the total cost, Wigmore seconded. Rushford moved to approve minutes for November, Wigmore seconded.

**Claims:** Steck moved to approve the claims for October, Wigmore seconded. Steck moved to approve the claims for November, Wigmore seconded.

**Correspondence:** 1. CA Special District Magazine: Strachan this magazine pertains to all special district's not just cemeteries. There was an interesting article regarding new website legal compliance that we meet. Strachan also stated that we get this website free for 10 more months due to a raffle Strachan won at the GM conference. 2. Letter from Sandra Wheeler – Stifel Investments: Strachan stated Wheeler sent us a Christmas letter thanking us for our business. Strachan mentioned that Wheeler couldn't make it to this meeting but she will be attending our next board meeting in February. 3. SDRMA Special Acknowledgement Award Letter: Strachan mentioned we received an award letter from SDRMA for no claims on our Property/Liability Program as well as no paid workers compensation claims in five years.

**Old Business:** 1. Equipment purchase- Tractor & Backhoe: Strachan stated that our tractor should arrive in April of 2023 and our backhoe in January or February at the latest. Strachan mentioned as of now we are renting a backhoe at a discounted rate of \$ 2,400.00 a month until ours arrives. Strachan also stated the total cost of the backhoe was \$ 132,208.14 and our tractor \$ 120,919.73.

**New Business:** 1. Perkins Multiple Burial Request: Strachan shared that Mrs. Perkins will be going to her son as a second burial of a double crypt and she would like to have her father's cremated remains placed in the casket with her when she passes which would mean three burials in one site. Strachan stated right now Mrs. Perkins father is buried in Mexico and once someone's loved one had been buried for 20 years the family either must pay again or remove their loved one altogether, so she wants to bring her father here. Discussion. Steck, motioned to approve, Wigmore seconded.

**Ayes: 3 Noes: zero**

2. Installment Contract Cancellation - Maria Rangel: Strachan stated we have sent Mrs. Rangel multiple letters and called her multiple times to inform her that she is severely behind on her contracted and she needs to contact one of us. Strachan also mentioned Mrs. Rangel has only three payments since she opened her contract June of 2022. Strachan stated she also had Mr. Franco call her in Spanish just in case there was a language barrier and Mrs. Rangel mentioned to him she would be in to take care of her contract and still hasn't come in or called. Franco states that she seemed to not be concerned about it. At this point we have extended more than enough courtesy and Strachan would like to enforce our three month non-payment cancellation policy. Wigmore motion to approve cancelling Mrs. Rangel contract, Steck seconded.

**Ayes: 3 Noes: zero**

3. CAPC Conference: Strachan mentioned the CAPC conference is in March Seaside, California and if anyone would like to attend, let her know so she can register them. Wigmore stated she might be able to attend and will let Strachan know. 4. Appropriations Transfer Request (ATR): Strachan mentioned that we need to move some funds around and that our travel expenses are lite due to higher than anticipated costs of conference's. We also have used funds from the meals/refreshments for our summer bbq and the Christmas luncheon that was previous paid for by the manager and any trustee contributions. The unanticipated need to rent a backhoe means we need to increase the rents/leases fund as well. Since we likely won't need all the funds from building maintenance/improvements, maintenance of equipment or road work, we should move some of those funds to the necessary accounts. Strachan requests that \$5,000 be moved from Maintenance Equipment, \$5,000 from Buildings/Improvements and \$5,000 from Grading ROA. Funds will be allocated as follows: \$4,500 to travel expenses, \$500 to meals/refreshments and \$10,000 to rents/leases. Rushford motioned to transfer funds; Wigmore seconded.

**Ayes: 3 Noes: zero**

**Public Comments:** None

**Trustee Comments:** Steck mentioned that the chapel looks great. Strachan thanked his as she painted the outside.

**Staff & Management Comments:** Franco thanks the board members for the equipment. Strachan mentioned that every year we receive a California Association of Public Cemeteries calendar and this year we are in it for the month of May for Memorial Day. She also shared the burials for October were 13, 6 being cremation and November was 12, 8 being cremation. Strachan reminds everyone of our Christmas luncheon on Friday the 16<sup>th</sup> starting at noon. Strachan also requests that we move our February meeting date since it falls on Valentines Day. Rushford stated he will be out of town all that week and would like to have the meeting the following week. It is decided that we will meet Tuesday the 21<sup>st</sup> at 4pm.

**Adjournment:** Rushford adjourn at 4:33pm.

Respectfully submitted by Klorisa Sanchez Secretary to the board.