

Vacaville-Elmira Cemetery District Board of Trustees, October 10, 2023

Chairman Rushford called the meeting to order at 3:58 pm.

Present: Rushford, Wigmore, Steck and Dorjahn

Staff Present: Strachan, Franco, and Sanchez

Minutes: Wigmore moved to approve minutes for July, Dorjahn seconded.

Claims: Wigmore moved to approve claims for July, Steck seconded. Wigmore moved to approve claims for August, Steck seconded. Wigmore moved to approve claims for September, Steck seconded.

Correspondence: 1. CA Special District Magazine: Strachan mentioned there is an article that pertains to receipt keeping and confidentiality. Strachan stated we have high confidentiality standards in place already.. Rushford stated how magazines are more colorful than before.

Old Business: 1. Speed bump installation at entrance: Strachan mentioned she doesn't think it would be worth putting a speed bump at the entrance since maybe once every couple years someone will do a burn out inside the grounds. Strachan mentioned that burn out was from a service we had to a young kid who was killed. The police were on standby, but just to observe, not intervene. Dorjahn mentioned she would like for us to get a quote on what it would cost to put a speed bump at that location. Strachan thinks we should wait until we have our roads resurfaced and see about placing the speed bump at the same time. She also mentioned that if we did install a speed bump, we would have to close off the front entrance to the cemetery and families would be upset and complain about having to use the back gates. Dorjahn mentioned maybe painting that area with stripes to give the illusion that there is a speed bump there since she has seen this done before. All agree that is a great idea. 2. Direct power to chapel/gate: Strachan stated she got several quotes from local electricians and automatic gate installers. After some discussion Wigmore made a motion to accept the bid from East Bay Power for \$15,890.23 with the stipulation that Strachan will follow up with the owner, Drew Boggs, and ask about the openers for the gate and see what additional costs that will entail.

Ayes:4 Noes: zero

3. Board Election: Steck reminds the board that he asked in July that we hold off on nominating Vice-Chairman until Wigmore can be present. Steck nominated Wigmore for vice chairman, Wigmore accepts. All in favor, so moved.

New Business: 1. Cemetery II leasing inquiry: Strachan shares that she was approached by Manuel Vasquez, he is interested in leasing our cemetery II land. Strachan stated that we currently pay \$9,000 to have the property disced to keep the weeds down. She said that she hadn't discussed price with him other than to tell him that the previous tenant paid \$11,000. He did say that is out of his price range. Strachan thinks that if we can get any amount, and have it not cost us to have it disced, it will be a win. Discussion. Steck asked how many acres and what are the requirements. Strachan replied 30 acres and we don't allow permanent buildings. Steck asked that we talk to him about leasing in five-year increments. Steck moved to approve leasing to Mr. Vasquez with Strachan handling the details on the cost knowing the boards minimum, Wigmore seconded.

Ayes: four Noes: zero

3. Raise discretionary spending threshold: Strachan stated the spending threshold without board approval is \$10,000.00 and with prices increasing so much it would be beneficial to increase it the threshold to \$12,000.00. Rushford motioned to approve, Dorjahn seconded.

Ayes: 4 Noes: zero

3. Installment cancellation – Melgoza: Strachan states the Melgoza family made the minimum down payment in April of 2023 and hasn't made an effort to pay since. Strachan also mentioned that the letters sent to Melgoza were returned by the post office until one was sent to an alternate address we had on file. Klorisa was able to make contact multiple times via phone calls, speaking directly with Mrs. Melgoza. Strachan asks that we cancel the contract and enforce the contract stipulation stating that we keep any funds paid in. Wigmore motioned to approve; Rushford seconded. 4. Audit FY's 2021/2022 & 2022/2023: Strachan stated that the auditor Melinda Ingram will be sending an engagement letter but wanted the board to know first that her fee increased by \$1,500. The total cost will be \$21,500.00 instead of \$20,000.00. Steck motioned to approve, Wigmore seconded.

Public Comments: none present

Trustee Comments: none

Staff & Management Comments: Sanchez mentioned she doesn't think it was appropriate for her and Franco to be present for some of the board meetings, especially the budget meeting, and Strachan can handle the minutes. Strachan stated how pleased she was at Franco and Sanchez handling all the daily duties while she was gone for two weeks. She stated that it is a great feeling to know that she has capable staff that she can count on. Strachan also talked about how we have had some recurring plumbing issues in the office. After paying a plumber to use a camera in the line we discovered a second septic tank that was unknown to staff for the last 26 years. Frank's Septic cleaned the tank and discovered it was cracked beyond repair. They quoted \$13,900 to start and that would be if our crew removed and disposed of the old tank. Strachan googled how to install a tank, purchased a plastic septic tank from Lowe's and the crew was able to get it installed for a total cost of just under \$4,000. Including new rock and piping. Strachan again gave kudos to the crew and expressed gratitude for them saving the district thousands of dollars.

Having no further business to discuss, Rushford moved to adjourn the meeting at 4:45 pm

Respectfully submitted by Klorisa Sanchez