

**Staff**

District Manager:  
Daniell Frampton  
Grounds:  
Michael  
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**COLUSA CEMETERY DISTRICT**

District Office  
1974 Wilson Ave., Colusa, CA 95932  
August 3, 2020  
5:30 p.m.

**Board of Trustees**

Chair:  
Frank Miller  
Vice Chair:  
Gregory Coronado  
Trustee:  
Wendy MacKaben  
Trustee:  
William Sterk  
Trustee:  
Melissa Kitts

The regular meeting of August 3, 2020 of the Colusa Cemetery District was called to order by Chair Gregory Coronado at 5:34 p.m. Present: Chair Gregory Coronado, Vice-Chair William Sterk, Trustee Melissa Kitts, Trustee Wendy MacKaben and Trustee Frank Miller. Absent: None.

**Also Present:**

Daniell Frampton, District Manager/ Secretary to Board.  
Richard Michael Bruggman, Grounds Man.

Chair Gregory Coronado opens the period of public comment. Hearing none, Chair Gregory Coronado closes the period of public comment.

**Claims:**

Motion was made by Trustee Frank Miller, Seconded by Trustee Wendy MacKaben to approve claims 20-2025 thru 20-2030.

Motion carried by the following vote:

Yes: 5, Chair Gregory Coronado, Vice-Chair William Sterk, Trustee Melissa Kitts, Trustee Wendy MacKaben and Trustee Frank Miller.

Noes: None.

Abstain: None.

Absent: None.

**Minutes:**

Motion was made by Vice-Chair William Sterk seconded by Trustee Frank Miller to approve the Minutes for July 13, 2020.

Motion carried by the following vote:

Yes: 5, Chair Gregory Coronado, Vice-Chair William Sterk, Trustee Melissa Kitts, Trustee Wendy MacKaben and Trustee Frank Miller.

Noes: None.

Abstain: None.

Absent: None.

OLD BUSINESS:

A. The Board reviewed bids and donations collected for the Sprinkler System. A total of 2,194.00 dollars has been collected so far. The Board would like to table the sprinkler Project to see the financial backlash of the COVID-19 outbreak however, proceed with looking for a Landscape architect/ consultant. Mrs. Frampton states that she has a meeting with a landscape architect on August 12, 2020.

Staff Report:

A. Grounds Maintenance:

Mr. Bruggman states that there were 0 Burials for the month of July 2020. Mr. Bruggman updates the Board as to work being performed in the yard and projects completed. Mr. Bruggman announces the safety meeting for July 2020 covered "Ear & Eye Protection". Mr. Bruggman states the Tractor is currently down for repair and a part is ordered.

B. District Manager/ Secretary:

Mrs. Frampton reports on daily operations. Financial reports are reviewed and show to be in good standing. Mrs. Frampton states that she is watching the daily changing COVID-19 guidelines and keeping in touch with the Health Department to make sure the Cemetery is in compliance with state health orders.

Gas Log:

Gas log was reviewed for the month July 2020 showing 82.4 gallons of gas used.

6:00 p.m. CLOSED SESSION:

A. Closed Session Performance Evaluation for Employee Title: District Manager - Daniell Frampton.

6:20 p.m. RECONVENE TO OPEN SESSION:

A. The Board reports that the evaluation for Employee Title: District Manager- Daniell Frampton is satisfactory with no salary increase at this time.

6:23 p.m. ADJOURN

Respectfully submitted,

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Gregory Coronado, Chair

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Daniell Frampton, Secretary