

Staff

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COLUSA CEMETERY DISTRICT

District Office
1974 Wilson Ave., Colusa, CA 95932
February 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 February 3, 2020 of the Colusa Cemetery District was called to order by Chair Gregory Coronado at 5:33 p.m. Present: Chair Gregory Coronado, Trustee Frank Miller, Trustee Melissa Kitts and Trustee Wendy MacKaben. Absent: Vice-Chair William Sterk,.

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 Vice-Chair Melissa Kitts to approve claims 20-1036 thru 20-1063.

Motion carried by the following vote:

Yes: 4, Chair Gregory Coronado, Trustee Frank Miller, Trustee Wendy MacKaben and Trustee Melissa Kitts.

Noes: None.

Abstain: None.

Absent: Vice-Chair William Sterk.

Minutes:

Motion was made by Trustee Wendy MacKaben seconded by Trustee Frank Miller to approve the Minutes for January 6, 2020.

Motion carried by the following vote:

Yes: 4, Chair Gregory Coronado, Trustee Frank Miller, Trustee Wendy MacKaben and Trustee Melissa Kitts.

Noes: None.

Abstain: None.

Absent: Vice-Chair William Sterk.

NEW BUSINESS:

A. Review of the Colusa County Updated MSC Salary Table (effective 1/1/2020) with the cost of living increase and consider revising the Colusa Cemetery Policy to reflect the same is to be continued to the March 2020 Board Meeting.

B. consider a cost of living increase for current Colusa Cemetery Employees to match the Colusa County Updated MSC Salary Table (effective 1/1/2020) is to be continued to the March 2020 Board Meeting.

C. The Board discussed the due date of the 700 forms for 2019.

D. The Board discussed adopting a resolution to direct the auditors office to pay County Departments by Journal entry.

Motion was made by Chair Gregory Coronado, seconded by Trustee Melissa Kitts to approve Resolution No 2020-1:

COLUSA CEMETERY DISTRICT

1974 WILSON AVE., COLUSA CA 95932

RESOLUTION NO. 2020-1

PURCHASE OF SUPPLIES BETWEEN COUNTY DEPARTMENTS

Whereas, the Board of Trustees approves purchases thru a Claim process in the best interest of the Colusa Cemetery District located at 1974 Wilson Avenue, in the city of Colusa and County of Colusa, State of California.

Whereas, The current claim process is lengthy and time consuming for purchases made between "County Departments", causing delay of payments and mass paperwork.

NOW, THEREFORE, BE IT RESOLVED, that the Auditor's Office is now in charge of paying all invoices and purchases between "County Departments" and taken out of the Colusa Cemetery Districts fund by journal Entry. Effective February 3, 2020.

RESOLVED FURTHER, It will be the responsibility of the District Manager to contact the Chair of the Board regarding purchases over 500.00 for approval.

RESOLVED FURTHER, All Journal entries made by the Auditors Department and any other "County Departments" on behalf of Colusa Cemetery will be presented to the Colusa Board of Trustees and the following regular meeting.

The undersigned hereby certifies that the forgoing resolution was duly adopted by the Colusa Cemetery District Board of Trustees at the regular meeting held February 3, 2020 by the following vote:

Yes:

No:

Abstain:

Absent:

Chairman
Gregory Coronado

Secretary of the Board
Daniell Frampton

Dated: February 3, 2020

Motion carried by the following vote:

Yes: 4, Chair Gregory Coronado, Trustee Frank Miller, Trustee Wendy MacKaben and Trustee Melissa Kitts.

Noes: None.

Abstain: None.

Absent: Vice-Chair William Sterk.

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. Mrs. Frampton has met with County Counsel and has been advised to look for a landscaping consultant to produce a bid.

Staff Report:

A. Grounds Maintenance:

Mr. Bruggman states that there was 3 Burials for the month of January 2020. Mr. Bruggman updates the Board as to work being performed in the yard and projects completed. Mr. Bruggman announces the safety meeting for January 2020 covered "Insect bites, stings". Mr. Bruggman states he is cleaning his shop for spring cleaning.

B. District Manager/ Secretary:

Mrs. Frampton reports on daily operations. Financial reports are reviewed and show to be in good standing. Mrs. Frampton request to observe Lincolns Birthday (February 12, 2020) on February 14, 2020 and the Board agrees. Mrs. Frampton states that Community Service will be out to help on February 28, 2020.

Gas Log:

Gas log was reviewed for the month January 2020 showing 38 gallons of gas used.

6:11 p.m. ADJOURN

Respectfully submitted,

Gregory Coronado, Chair

Daniell Frampton, Secretary