

**Staff**

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

District Office  
1974 Wilson Ave., Colusa, CA 95932  
July 13, 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 July 13, 2020 of the Colusa Cemetery District was called to order by Chair Gregory Coronado at 5:41 p.m. Present: Chair Gregory Coronado, Trustee Frank Miller and Vice-Chair William Sterk. Absent: Trustee Wendy MacKaben and Trustee Melissa Kitts.

**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 William Sterk to approve claims 20-2008 thru 20-2016.

Motion carried by the following vote:

Yes: 3, Chair Gregory Coronado, Vice-Chair William Sterk and Trustee Frank Miller.

Noes: None.

Abstain: None.

Absent: 2, Trustee Wendy MacKaben and Trustee Melissa Kitts.

**Minutes:**

Motion was made by Vice-Chair William Sterk seconded by Trustee Frank Miller to approve the Minutes for June 1, 2020.

Motion carried by the following vote:

Yes: 3, Chair Gregory Coronado, Vice-Chair William Sterk and Trustee Frank Miller.

Noes: None.

Abstain: None.

Absent: 2, Trustee Wendy MacKaben and Trustee Melissa Kitts.

**NEW BUSINESS:**

A. The Board reviewed the purposed printer lease thru Advanced documents and choose not to enter in a lease at this time.

B. The Board reviewed the 2020 biennial "Conflict of Interest" notice from the Board of Supervisors.

Motion was made by Chair Gregory Coronado seconded by Trustee Frank Miller to approve the updated Conflict of Interest Code for the Colusa Cemetery District.

Motion carried by the following vote:

Yes: 3, Chair Gregory Coronado, Vice-Chair William Sterk and Trustee Frank Miller.

Noes: None.

Abstain: None.

Absent: 2, Trustee Wendy MacKaben and Trustee Melissa Kitts.

#### 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 states that she will continue to work on obtaining a Landscape architect/consultant as directed by the Board.

#### Staff Report:

##### A. Grounds Maintenance:

Mr. Bruggman states that there was 1 Burial for the month of June 2020. Mr. Bruggman updates the Board as to work being performed in the yard and projects completed. Mr. Bruggman announces the safety meeting for June 2020 covered "Time Management".

##### 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 Temporary Employee Gabriel Salazar's last day was July 2, 2020 and that the position will not be refilled.

#### Gas Log:

Gas log was reviewed for the month June 2020 showing 113.6 gallons of gas used.

#### CLOSED SESION:

A. Closed Session Performance Evaluation for Employee Title: District Manager - Daniell Frampton is to be continued to the August 2020 Board Meeting.

6:26 p.m. ADJOURN

Respectfully submitted,

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Gregory Coronado, Chair

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Daniell Frampton, Secretary