

**Board of Trustees**

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

**COLUSA CEMETERY DISTRICT**

District Office  
1974 Wilson Ave., Colusa, CA 95932  
November 4, 2019  
6:00 p.m.

**Staff**

District Manager:  
Daniell Frampton  
Grounds:  
Michael Bruggman  
Phone  
(530) 458-2650  
colusacemeterydistrict  
@frontier.com

The regular meeting of November 4, 2019 of the Colusa Cemetery District was called to order by Chair Frank Miller at 6:00 p.m. Present: Chair Frank Miller, Trustee William Sterk, Trustee Melissa Kitts and Trustee Wendy MacKaben. Absent: Vice-Chair Gregory Coronado.

**Also Present:**

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

Chair Frank Miller opens the period of public comment. Hearing none, Chair Frank Miller closes the period of public comment.

**Claims:**

Motion was made by Trustee Wendy MacKaben, seconded by Trustee Melissa Kitts to approve claims 19-1011 thru 19-1021.

Motion carried by the following vote:

Yes: 4, Chair Frank Miller, Trustee William Sterk, Trustee Melissa Kitts and Trustee Wendy MacKaben.

Noes: None.

Abstain: None.

Absent: Vice-Chair Gregory Coronado.

**Minutes:**

Motion was made by Trustee Wendy MacKaben seconded by Vice-Chair Gregory Coronado to approve the Minutes for October 7, 2019.

Motion carried by the following vote:

Yes: 4, Chair Frank Miller, Trustee William Sterk, Trustee Wendy MacKaben and Trustee Melissa Kitts.

Noes: None.

Abstain: None.

Absent: Vice-Chair Gregory Coronado.

NEW BUSINESS:

Motion was made by Trustee Melissa Kitts, seconded by Trustee Wendy MacKaben to approve the 2018/2019 fiscal year audit returned by the Colusa County Auditor's Office.

Motion carried by the following vote:

Yes: 4, Chair Frank Miller, Trustee William Sterk, Trustee Wendy MacKaben and Trustee Melissa Kitts.

Noes: None.

Abstain: None.

Absent: Vice-Chair Gregory Coronado.

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 reviews options presented by the Auditor's Office. Mrs. Frampton is awaiting a return call from County Counsel for a meeting.

Staff Report:

A. Grounds Maintenance:

Mr. Bruggman states that there was 4 Burials for the month of October 2019. Mr. Bruggman updates the Board as to work being performed in the yard and projects completed. Mr. Bruggman announces the safety meeting for October 2019 covered "Time Management".

B. District Manager/ Secretary:

Mrs. Frampton reports on daily operations. Mrs. Frampton updates the Board of the GSRMA training on October 23 & 24, 2019 and the Online stipulations that need to be on our web page by January 1, 2020. Mrs. Frampton asks the Board to continue handing out Wreath Across America Sponsor Forms. Financial reports are reviewed and show to be in good standing. Mrs. Frampton states that employee Huriel Hernandez declined the full time position at this time and is continuing his part time duties.

Mrs. Frampton states that the Boy Scouts will be out on November 7 at 3:30 to put up flags for Veterans Day.

Gas Log:

Gas log was reviewed for the month October 2019 showing 51.1 gallons of gas used.

6:15 p.m. ADJOURN

Respectfully submitted,

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Frank Miller, Chair

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Daniell Frampton, Secretary

