

**Staff**

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

District Office  
1974 Wilson Ave., Colusa, CA 95932  
September 14, 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 September 14, 2020 of the Colusa Cemetery District was called to order by Chair Gregory Coronado at 5:36 p.m. Present: Chair Gregory Coronado, Vice-Chair William Sterk and Trustee Frank Miller. Absent: Trustee Melissa Kitts and Trustee Wendy MacKaben.

**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 20-2032 thru 20-2050.

Motion carried by the following vote:

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

Noes: None.

Abstain: None.

Absent: Trustee Melissa Kitts and Trustee Wendy MacKaben.

**Minutes:**

Motion was made by Vice-Chair William Sterk seconded by Trustee Frank Miller to approve the Minutes for August 3, 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: Trustee Melissa Kitts and Trustee Wendy MacKaben.

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 presents a proposal from landscape architect Jules Design. The Board directs Mrs. Frampton to obtain an additional proposal.

Staff Report:

A. Grounds Maintenance:

Mr. Bruggman states that there were 0 Burials for the month of August 2020. Mr. Bruggman updates the Board as to work being performed in the yard and projects completed. Mr. Bruggman announces the safety meeting for August 2020 covered "Slips, Trips and Fall's".

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. Mrs. Frampton presents audit documents for the 2019/2020 fiscal year audit to be turned into the Auditor's office, the Board directs Mrs. Frampton to submit the audit information.

Gas Log:

Gas log was reviewed for the month August 2020 showing 81.9 gallons of gas used.

6:03 p.m. ADJOURN

Respectfully submitted,

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Gregory Coronado, Chair

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Daniell Frampton, Secretary