

Dos Palos Cemetery District Board Emergency Meeting Minutes



I. Call to order

An Emergency meeting of The Dos Palos Cemetery District board was held on Monday March 9th 2020 as a conference call. Meeting was called to order by Andrea Goncalves at 1:03P.M.

II. Attendees

Attendees included Board members Andrea Goncalves, Charles Lowe, Kelly Vincent and Sandra Powers. John Pacini was absent

III. New Business


A. Sandra made a motion that the Dos Palos Cemetery District to offer Saturday Services twice a month with predetermined dates scheduled by District Manager Matt Thomas. The additional cost to be charged for this special Saturday Service to be \$500 and limited to 4 hours in length and either 9am-1pm or 12pm-4pm Kelly seconded the motion a vote was made and motion passed unanimously.

IV. Adjournment

The next meeting will be held March 12th, 2020 at the Dos Palos Cemetery office at 4:00 P.M. Andrea made a motion to adjourn the meeting at 2:00 P.M. Sandra seconded the motion. A vote was taken, and the motion carried.

Secretary

Date of approval



Dos Palos Cemetery District Board

Regular Meeting Minutes

I. Call to order

A Regular meeting of The Dos Palos Cemetery District board was held at 1800 Elgin Avenue in Dos Palos on Thursday February 13th, 2020. Meeting was called to order by at 4:14 P.M.

Pledge of Allegiance

II. Attendees

Attendees included Board members Andrea Goncalves, Kelly Vincent, John Pacini, Sandra Powers and Charles Lowe. Also, Present Cemetery Manager Matt Thomas.

III. Public Discussion/Guest Present

A. No Public Discussion.

IV. Approval of Minutes

A. Minutes were presented for meetings on January 31st, January 22nd, January 16th, and January 9th. Kelly made a motion to approve the minutes as read Charles seconded the motion a vote was taken, and motion passed unanimously.

V. Open Issues

A. Financial

1. Warrants presented in the total amount of \$9,046.95. AmeriPride for \$404.53, Animal Dam. Management for \$165, Baker Supply for \$128.98, Blue Shield of CA for \$1,188.99, City of Dos Palos for \$114, Fastenal for \$33.36, Frontier for \$187.88, Hoffman Security for \$47, PG&E for \$179.33, Staples for \$129.30, Verizon for \$100.16, West Guard for \$991.58, John Ayala for \$181, Garcia signs for \$35.77, Lima Customs for \$1,010.07 and stocking & Cozzi for \$4,150. Charles made a motion to approve all the warrants as presented. John Pacini seconded the motion a vote was taken, and motion passed unanimously.
2. Deposits Presented \$4,950 into Regular Account 96923, \$717.13 into Interest Account 94200, \$500 into Expansion Fund 96923, \$400 into Endowment Care 98110. Total Deposit this month of \$6,567.13

VI. Staff report.

A. Matt

Secretary

Sandra Pacini

Date of approval

3/12/20

The next meeting will be held at the Dos Palos Cemetery office Thursday March 12th 2020 at 4:00 P.M. Charles made a motion to adjourn the meeting at 6:06 P.M. Sandra Powers seconded the motion. A vote was taken, and the motion carried.

VIII. Adjournment

E. Trustee Lowe.

D. Trustee Pacini.

a. Sandra presented the current budget and the accounts showing negative and advised fellow board members that we should move budget items as to correct the issue. Kelly made a motion to decrease account 10110 by \$21,000, 21200 by \$1,378 and account 10300 by \$1,000 and decrease account 10111 by \$1,000, 10150 by \$20,000, 21700 by \$1,000 and account 83700 by \$1,378. Charles seconded the motion a vote was taken, and motion passed unanimously.

C. Trustee Powers

B. Trustee Vincent.

A. Trustee Goncalves.

VII. Trustee's Discussion

a. Matt presented a request for a New lawn mower with a Loan in the amount of \$26,004.82 @3.61 interest with a down payment and 3 annual payment in the amount of \$8,977.43 each. Charles made a motion to approve the purchase of the new lawn mower as presented by Matt Thomas John seconded the motion a vote was taken, the motion passed unanimously.
b. Presented a plan to apply for the Air Pollution New Vehicle project. Charles made a motion for Matt to be authorized to apply for the New Vehicle Project on behalf to the Dos Palos Cemetery District. John Seconded the motion a vote was taken, and the motion passed unanimously.

Dos Palos Cemetery District Board Special Meeting Minutes



I. Call to order
A Special meeting of The Dos Palos Cemetery District board was held at 1800 Elgin Avenue in Dos Palos on Friday January 31st 2020. Meeting was called to order by at 4:12 P.M.
Pledge of Allegiance

II. Attendees

Attendees included Board members.

III. New Business

- A. Sandra made a motion to approve Paul Lima's quote for \$1,010.09 to install cameras on the Cemetery office. Kelly seconded the motion a vote was taken, and the motion passed unanimously.
- B. Sandra made a motion to approve Hoffmans quote of \$98 installation + \$47 monthly for alarm system for the office. Kelly seconded the motion a vote was taken, and the motion passed unanimously.
- C. Sandra made a motion to approve Hoffmans quote of \$95 installation of a camera at the shop + \$10 increase in the monthly service fee for alarm system for the shop. Kelly seconded the motion a vote was taken, and the motion passed unanimously.
- D. Sandra made a motion to approve Unwired Broadbands quote of \$74.99 + \$25.98 monthly for Internet service. Kelly seconded the motion a vote was taken, and the motion passed unanimously.

IV. Adjournment

The next meeting will be held at the Dos Palos Cemetery office at P.M. Charles made a motion to adjourn the meeting at 5:15 P.M. Sandra seconded the motion. A vote was taken, and the motion carried.

Secretary

Date of approval

- A. Finance Committee
- B. Planning Commission
- C. Public Works
- D. Parks and Recreation
- E. Public Safety
- F. Other

Public Discussion

There was no public discussion.

Staff Report

The staff report was presented.

Discussion

There was no discussion.

Staff

The staff report was presented.

Public Discussion

There was no public discussion.

Public Discussion Present

Members present: Mayor, Councilmembers, and staff. Public discussion was held.

Discussion

Staff Report

The staff report was presented.

Date of approval

Secretary

The next meeting will be held at the Dos Palos Cemetery office on Thursday February 13, 2020 at 4:00 P.M. Andrea made a motion to adjourn the meeting at 5:51 P.M. Sandra seconded the motion. A vote was taken, and the motion carried.

V. Adjournment

Closed Session

- a. The board reviewed the District Manager job description and duties. We made changes and added.
- b. The.

Return to Open Session

- A. In closed session it was approved for Matt Thomas to provide Ashley with the write up. Miguel was to be given a warning regarding his negligence and No motions or decisions made were needed regarding Allen.
- B. Kelley moved that we move forward with Streamline to create our website motion was seconded and the motion was carried.

Adjournment

The next meeting will be held Thursday January 9th, 2019 at the Dos Palos Cemetery office at 4:00 P.M. Sandra made a motion to adjourn the meeting at 5:50P.M. seconded the motion. A vote was taken, and the motion carried.

Secretary

Date of approval

\$14,948.39

Trustees/Managers Reports

Communication skills need improvement.

Unfinished Business

- A. Niche project.
- B. Safety training- Matt is going to send Tucker and Miguel to PCA Safety Training in Madera on February 5th.
- C. Paint office.
- D. Matt will provide an equipment list of items needed to continue to improve the grounds.
- E. Update and redesign the memorial at the base of the flag.
- F. Checking Vonage and Frontier for voicemail and phone options.
- G. Sales Tax included stamp for receipts.
- H. New sick time/vacation forms for employee files.
- I. Outside light needs to be repaired.
- J. Price for security system and cameras.

New Business

- A. Flower removal policy. The policy needs to change to remove January as a flower removal month out of respect for those who put flowers out for Christmas. Andrea made a motion to eliminate January as a flower removal month and Kelly seconded the motion. A vote was taken and the motion carried.
- B. No more CASH policy. Andrea made the motion to not accept cash as of February 1, 2020, Cashier's Checks or Money Orders instead of cash and John seconded. A vote was taken and the motion carried.
- C. Plot transfer for R.L. Bryant moved to next meeting.

Announcements

Adjournment

The next regular meeting will be held on Thursday, February 13, 2020 at The Dos Palos Cemetery office at 4:00 p.m. Kelly made a motion to adjourn the meeting at 5:47 p.m. and Andrea seconded. A vote was taken and the motion carried.

Secretary

Date of Approval

Dos Palos Cemetery District Board



Regular Meeting Minutes

Call to order

A meeting of The Dos Palos Cemetery District board was held at 1800 Elgin Avenue in Dos Palos on Thursday November 14th, 2019. Meeting was called to order by President Andrea Goncalves at 4:06 P.M.

Pledge of Allegiance

Attendees

Attendees included Board members Andrea Goncalves, John Pacini, Sandra Powers, Charles Lowe, and Cemetery Personnel Matt Thomas. Kelly Vincent not present.

Public Discussion/Guest Present

Juanita Fonseca mother passed away in 2009 and had a plot unused (purchased in 1996) that was supposed to be transferred to Juanita's name and Walt Gamel and Alan had both been seen regarding this issue and she thought it had been taking care of but the Cemetery has no physical record of it. She has several siblings and she had a document showing that they had in the past signed off. She was able to provide a blank document signed by all her siblings to put in her name.

Dawn Bowling Dad and grandparent had 4 plots only 2 used that grandparents purchased. What happens to plots purchased and not used after owner passed. There may be a few cousins in the family left but she would like the plots.

Approval of Minutes

A. Minutes from the meeting on October 10th Charles made a motion to approve the minutes as read, John seconded the motion a vote was taken, and the motion passed.

Deeds

A. 5 Deeds were signed by President and Secretary sold this month.

Financial

A. Warrants Totaling \$7,834.09. Ameripride \$346.06, Animal Dam. Management \$165, Baker Supply \$95.32, Bob's Tire \$36.81, Blue Shield \$1,806.20, California Associations of PC \$284, City of Dos Palos \$114.00, Frontier \$181.14, Gateway Memorial \$65.00, Helena \$33.95, Hoffman \$45, Home Depot Credit Card Services \$161.99, Nicoletti Oil \$732.41, PG&E \$258.02, Verizon \$711.33, Pre approval for Westgaard \$991.58, Sparklets up to \$100, up to \$400 to bring Home Depot current and Blue Shield \$1,806.20. John moved to

Dos Palos Cemetery District Board



Regular Meeting Minutes

Call to order

A meeting of The Dos Palos Cemetery District board was held at 1800 Elgin Avenue in Dos Palos on Thursday October 10th, 2019. Meeting was called to order by President Andrea Goncalves at 5:43 P.M.

Pledge of Allegiance

Attendees

Attendees included Board members Andrea Goncalves, John Pacini, Sandra Powers, Charles Lowe, and Cemetery Personnel Matt Thomas. Kelly Vincent not present.

Public Discussion/Guest Present

There was no public discussion.

Approval of Minutes

A. Minutes from the meeting on September 12th and emergency meeting on September 19th were presented by Secretary Sandra Powers. Andrea made a motion to approve the minutes as read, Charles seconded the motion a vote was taken, and the motion passed.

Deeds

A. 12 Deeds were signed by President and Secretary sold this month.

Financial

A. Warrants Totalling \$7,498.18. Ameripride \$441.37, Animal Dam. Management \$1,165, Baker Supply \$110.04, Blue Shield \$1,806.28, City of Dos Palos \$114.00, Dos Palos Well Drilling \$65.00, Frasier Irrigation \$3.88, Frontier \$180.96, Gateway Memorial \$65.00, Hoffman \$45, Home Depot Credit Card Services \$124.33, Nicoletti Oil \$405.60, PG&E \$291.85, Sparkletts \$73.28, Vause Parts Source \$25.83, Verizon \$440.16, California Department of tax & fee admin \$2,140.60, Pre approval for Westgaard \$991.58 Charles moved to pay the warrants as presented by Ashley. John seconded the motion a vote was taken, motion passed.

B. Deposit slip was presented for \$5,123.43. A check was written to county for the following accounts, \$3,750 went into account 96923 Regular, \$623.43 went into 94200 interest, \$350 went into account 96923 Expansion Fund, and \$400 went into account 98110 Endowment fund.