

## Vacaville-Elmira Cemetery District Board of Trustees, October 8, 2024

Chairman Rushford called the meeting in order at 4:00pm.

**Present:** Dorjahn, Rushford, Wigmore, Steck and Love

**Staff Present:** Strachan

Strachan asks to add a line item to the agenda as she mistakenly left it off. It is requested to add line item 3, New position - full-time groundsman to New Business.

**Minutes:** Wigmore moved to approve minutes for July, Steck seconded.

**Claims:** Steck moved to approve the claims for July, Dorjahn seconded. Wigmore moved to approve the claims for August, Steck seconded. Wigmore moved to approve the claims for September, Steck seconded.

**Correspondence:** 1. CA Special District magazine: Strachan gave the magazine for review. 2. CA Association of Public Cemeteries newsletter: Strachan gave the newsletter for review and reminded the board that she emailed this to them. 3. PCA update: Strachan gave for review and reminded the board that she emails this to them. 4. SID quarterly newsletter: Strachan gave for review

**Old Business:** 1. Financial report FY 2023/2024: Strachan reminds the board that we had tabled this report from July's meeting due to reports not being available from the county's virtual desktop. After review it is noted that the District had \$259,850 in plot sales. 30% will be transferred to future capital reserves for the development of cemetery II. Strachan will prepare the paperwork to transfer \$77,955. Discussion. 2. 31B infant section expansion: Strachan shared that we received our first delivery of vaults that will be pre-buried. She explained to Love what this section is, the size of the vaults and how it is priced to help ease the burden on community members that experience the loss of an infant. Love asked if realistically an older child could be cremated and placed there. Strachan stated yes although we would want to impose an age restriction as it is an "infant" section. She also stated that this question hasn't been asked by a family before and from her experience, most older children that pass away are casket burial. For a matter of record, the intent isn't to make this an alternative to other burial sites due to this section being priced so economically. Strachan will ensure that the area is reserved for use by infants/babies only.

**New Business:** 1. LAFCO municipal service review draft: Strachan states that Tyra from Solano LAFCO has confirmed the meeting for 11am October 9<sup>th</sup>. Discussion. Love states that LAFCO is a state agency and has the authority to restructure district boundaries and/or combine districts if there is a need or if they believe it will better serve the residents in the community. Strachan states that our district has planned well for the future with investments and buying additional land for future cemetery use. We don't have a need or desire to restructure. Discussion. After much discussion the board has made it known that, given the option, they do not want to combine Cemetery Districts. 2. Development of new burial section – Block 34: Strachan states that we are about 2/3 sold out in our flat-stone only area, block 37. To prepare for that we have started development of a new flat-stone only area. It was hydroseeded on October 2<sup>nd</sup> and already has grass sprouts. Strachan also stated that she has made the graves 42 inches wide instead of the 48 inches that they had been previously. This 6 inches per grave will add 11 graves per row. This

equals more revenue for the district. Strachan will map the garden and begin selling plots there in early 2025. 3. New position - full-time groundsman: Strachan states that with the cemetery expanding, developing new sections, planting new trees and shrubs and our burial numbers climbing we need more help. Our 4 person grounds crew does all the cemetery maintenance, landscaping and burials. We do hire a tree service for major tree work. We have previously hired a part-time person from about April to October to assist with the landscape maintenance, but it has become increasingly difficult to find someone who is capable and willing to work part-time/seasonal. Strachan asks the board to allow her to hire another full-time groundsman with a starting wage of \$25 per hour. Discussion. Love asks about the budget allowing for another full-time person. Strachan states she is comfortable with our budget allowing for another person. Love asks if we have steps that would warrant a pay increase. Strachan explains that we do a pay increase after the 90-day probationary period which is usually \$2 per hour. After that, increases are done annually and are based on COLA and merit. After a brief discussion Rushford moved to approve hiring a full-time groundsman, Steck seconded.

**Ayes: five Noes: zero**

**Public Comments:** None present

**Trustee Comments:** Wigmore states that the grounds look great and asked Strachan to relay the compliment to the crew. Wigmore also asked if Strachan had any news about their board appointments. Strachan stated she has not heard from Supervisor Vasquez regarding the appointments, but she will reach out to his office again to inquire.

**Staff Comments:** Strachan thanked the board for their continued support of the staff.

**Adjournment:** Having no further business to discuss, Rushford adjourned the meeting at 4:55pm.

Respectfully submitted by

Heather Strachan, District Manager