

Vacaville-Elmira Cemetery District Board of Trustees, July 12, 2022

Chairman Rushford called the meeting to order at 3:59pm.

Present: Rushford, Wigmore, Steck, and Dorjahn

Staff Present: Strachan, Franco, and Sanchez

Minutes: Steck moved to approve the minutes for June, Wigmore seconded.

Claims: Dorjahn moved to approve the claims for June, Wigmore seconded.

Correspondence: 1. CA Special Districts magazine: Wigmore inquired if Supervisor Mashburn had mentioned appointing us a new board member. Strachan states she has not heard anything new yet, however there is an article regarding vacant director's seats and who appoints – county or special district. Strachan states that it seems we could pay for an election, but that could be quite costly. Discussion. 2. CA Association of Public Cemeteries newsletters: Strachan stated that in October there is a CAPC education seminar in South Lake Tahoe if any board members would like to attend let her know so she can register them.

Old Business: 1. Chapel window removal/replacement: Strachan stated Jim Webb, Webb's Welding, is getting started on the guards for the Chapel and will deliver them to us within a few weeks. The project should be done by the end of August

New Business: 1. Election of Officers for FY 2022/2023: Wigmore nominates Rushford for Chairman; Steck seconds. Rushford accepts the nomination. Steck nominates Wigmore for Vice-Chairman, Dorjahn seconds. Wigmore accepts the nomination. Dorjahn nominates Steck for secretary, Wigmore seconds. Steck accepts the nomination. All in favor, so moved.

Ayes: 4 Noes: zero

2. Financial report FY 2021/2022: Strachan handed out the financial report for fiscal year 2021/2022. She reminded the board that until last year we had historically contributed 10% of plot sales to future capital. Per Strachan's recommendation last year, the board increased that to 20%. Total plot sales last fiscal year were \$283,500. 20% of that would be \$56,700 bringing our future capital reserves amount to \$499,203. Strachan states that with how much things like roads and lumber are costing we should increase the amount we put in reserves again to 30% and perhaps continue to raise it each year possibly up to 50%. After some discussion Wigmore made a motion that we move 30% of plot sales from FY 2021/2022 to future capital reserves bringing the total to \$527,553. Dorjahn seconded.

Ayes: 4 Noes: zero

3. Price Increase review: Strachan handed out the proposed price increase. She states that her recommendation is to raise the flat headstone area plot price by \$200 bringing the plot price up to \$1500 and that we raise the cost of the water protective crypts for both casket and cremation burials. Titan casket crypt would go from \$1136 to \$1200 plus tax and handling. The Doric urn vault from \$444 to \$475. plus tax and handling. She also stated that it was a mistake to have a range regarding the non-resident fee and we should make it a flat \$500. The final price change recommendation would be that we charge \$450 when we bury two urns at the same time instead of charging the one opening/closing fee of \$300. Discussion. Steck asked if it is standard to increase prices twice per year since the current

price list is dated March of 2022. Strachan states that the only price that we changed in March was the non-resident fee and that we usually raise prices annually but sometimes not even that often. Discussion. Steck made a motion to approve recommended price increases as shown, Dorjahn seconded.

Ayes: 4 Noes: zero

4. Holiday schedule review: Strachan reminded the board that we had the question come up last month on whether we would observe the Juneteenth Holiday. She presented a list of the current holiday's we observe which are in line with Solano County. Strachan states that some of the district cemeteries observed it, like Silveyville in Dixon, but others did not, like Solano in Fairfield. The private cemeteries were open, but they often don't close for holidays except Christmas and Thanksgiving. Most county offices were open, but the banks and post offices were closed. Dorjahn states we should close in solidarity with the businesses we do business with. Steck states that we observe enough holidays. Question about the February holidays. Strachan answered that when Supervisor Vasquez was on the cemetery board it was decided that the cemetery staff would follow the county holiday schedule. After some discussion Wigmore made a motion that the cemetery district observe the Juneteenth holiday, noting that if it falls on a weekend, the Friday or Monday as appropriate shall be the observed day, Dorjahn seconded.

Ayes: 3 Noes: 1

5. Credit card processing fees: Strachan states that credit card processing fees are becoming quite costly to the district. On average we are paying \$1200 per month. She states that we have the option to have the fees charged to the customer for a flat rate of 3.5% per transaction. The customer will also have the option to pay on our website or they can elect to do an ACH transaction which would cost us 12 cents and cost them nothing. This new system would also accept Apple pay and Android pay. Sanchez stated that the majority of checks she receives are for smaller transactions like installment payments. Most of the larger dollar amounts are on credit cards. Wigmore thinks that 3.5% is high, she shared that she pays a lot of her bills with a card so she can get rewards and doesn't like it when companies charge that fee. Discussion. Steck asked if we can talk to the credit card processing company about lowering that fee otherwise, he would like Strachan to shop for a different company. Discussion. Tabled until October meeting.

Public Comments: None

Trustee Comments: Wigmore mentioned how good our grounds are looking. Rushford, Dorjahn and Steck agreed.

Staff & Management Comments: Rushford asked Franco if everyone is doing ok and are happy, Franco replied that they are very happy here. Strachan mentioned that the 4pm meeting time seems to be more convenient for everyone and asked if we'd like to keep it at that time. Everyone said yes they would prefer 4pm.

Having no further business to discuss, Rushford motioned to adjourn at 4:42pm

Respectfully submitted by Klorisa Sanchez, Secretary to the Board