

Vacaville-Elmira Cemetery District Board of Trustees, April 9, 2024

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

Present: Rushford, Wigmore, Steck and Dorjahn.

Staff: Strachan, Franco, and Sanchez.

Minutes: Dorjahn moved to approve minutes for February, Steck seconded.

Claims: Wigmore moved to approve claims for February, Steck seconded. Wigmore moved to approve claims for March, Steck seconded.

Correspondence: 1. CAPC newsletter: Strachan shared the newsletter and offered to email to anyone if they prefer an electronic copy. This issue had articles about the annual conference where they presented awards for trustee of the year, cemeterian of the year etc. 2. PCA update: Strachan stated the president of the PCA wrote an article for this issue and it's a neat explanation of what a cemetery manager does. 3. NBS newsletter: Strachan shred the mailer.

Old Business: 1. 700 forms submitted: Strachan states all trustees are compliant for another year as the 700 forms have been submitted. 2. Land lease proposal: Strachan states that she met with Manuel Vazquez and he is still interested in leasing our cemetery II land. Because of the crop he plants, he would only use it when the other site isn't being planted. He currently leases 50 acres from the City of Vacaville for \$1,200.00 annually. He states that he would be willing to lease our 30 acres for the same price and will maintain it by discing etc. for no charge. Strachan states we have had no prospects from anyone else and that it has cost us \$4,500.00 each tie we contract with someone to disc it. Discing is required to keep overgrowth from taking over which is a fire hazard. There is a residential property right next door so being mindful of hazards is a priority for the district. Discussion. Steck made a motion to grant Mr. Vasquez a five year lease for \$1,200.00 per year effective June 2024 with the stipulation that he continue to maintain/disc the land as needed at no cost to the district. Wigmore seconded.

Ayes: 4 Noes: zero

New Business: 1. Installment contract cancellation – Kendrick: Strachan shared the multiple letters that have been sent to Ms. Kendrick in an attempt to get her to pay her contract up to date. Her monthly payment amount is \$23.33. She started a 36 month installment contract for \$890 (including the service charge) in August of 2022. To date, she has paid \$438.32 which has her paid up through November of 2023. No attempt has been made to bring her account current. Letters and phone calls go unanswered. Per the agreement that she signed, if a contract is in default for more than 3 months, it will be cancelled and all funds forfeited. Discussion. Wigmore suggested sending a final letter giving her ten days to catch up. Strachan agrees. She will compose the letter and send it certified mail on April 10th. Wigmore moved to approve cancelling Kendrick's contract if she doesn't bring her account current by the end of the ten days, Dorjahn seconded.

Ayes: 4 Noes: zero

2. Receivable overage: Strachan stated this line item is tabled for now per the auditor. We will discuss it at the next meeting in June.

Public Comments: None present

Trustee Comments: Wigmore asked if we heard about a 5th board member yet. Strachan stated we have not. Steck suggested calling the chairman of the board of supervisors about this. Rushford mentioned writing a letter to the chairman.

Staff & Management Comments: Strachan shared that according to her records, three board members terms have expired. Steck states he was reappointed and will get a copy of the letter to Strachan. Wigmore expired in 2017, Rushford in 2023. Wigmore will email Supervisor Vasquez about reappointing Rushford and herself.

Adjournment: Rushford moved adjourned at 4:33pm

Respectfully submitted by Klorisa Sanchez Secretary to the board.