**KEYSTONE CEMETERY DISTRICT**

**BY-LAWS**

1. GOVERNMENT:
2. The Keystone Cemetery District is governed and managed by three (3) individuals that make up the Board of Trustees, all of whom are appointed by the Yuba County Board of Supervisors. (9020, 9021)[[1]](#footnote-1)
3. All trustees must be electors of and reside in the district. (9022)
4. The term of office is four years or until a successor is appointed and qualifies.
5. Trustees may receive compensation, and shall be reimbursed their reasonable expenses.
6. DUTIES OF TRUSTEES
7. Establish rates for burials. Rates should be sufficient to reimburse the district for the cost of the burial and services. (9065, 9068)
8. Ensure that the following cemetery tasks are completed:
	1. Enclose the cemetery and lay plots.
	2. Prepare and maintain an up-to-date map of the cemetery, showing by section and lot number which plots have been sold for burial purposes and which lots are still owned by the district and available for sale. (9040, 9041)
	3. Keep a record of all remains interred or cremated in each case, stating the name of each deceased person, date of birth, date of death, date of interment, and name and address of funeral director. (9049, 9064)
9. Adopt proper rules and regulations for the management of the cemetery. Not later than the first meeting of every calendar year, the board of trustees shall elect a Chairperson and Vice Chairperson. The Chairperson and Vice Chairperson shall be trustees. All Paid staff, such as the Secretary/BookKeeper and GroundsKeeper, will be district employees.
10. Conduct meetings monthly on the third Monday of each month. Meetings are to be held at the Keystone Cemetery District Office Building, 15868 Indiana Ranch Road, Dobbins, California. Notice of the time, place, and agenda shall be posted on our website (<https://kcdca.specialdistrict.org/>) and in a public location within the district boundaries no less than 3 days prior to a regularly scheduled meeting. Meetings are subject to the provisions of the Ralph M. Brown Act. (9029)
11. A majority of the board of trustees shall constitute a quorum for the transaction of business. A record vote of a majority of the total membership of the board of trustees shall act only by ordinance, resolution, or motion. The Secretary/Bookkeeper shall keep a record of all its acts, including financial transactions. (9040 a,b,c)
12. The Chairperson or Vice Chairperson, when present, shall preside at all meetings of Trustees and shall conduct the business of the district pursuant to and in compliance with the procedures described by these rules. The Chairperson shall preserve order and decorum at all meetings and shall decide all questions of order subject to the action of the majority of the Trustees. In the absence of or inability to act as the Chairperson, the Vice-Chairperson shall have all the power and duties of the Chairperson for this purpose. The rules of order governing the conduct of business at all meetings of the Trustees shall be Robert’s Rules of Order.
13. DUTIES OF STAFF:
14. Secretary/Bookkeeper: The Secretary/Bookkeeper shall be the District’s Office Manager selected by the Board and shall attend each regular meeting and special meetings called by the Board and maintain a record of all proceedings thereof as required by law. If the Secretary/Bookkeeper cannot attend a meeting, the Chairperson shall make arrangements to have someone in attendance to properly record the Board’s proceedings. It shall be the duty of the Secretary/Bookkeeper to attest to all District Resolutions. The Secretary/Bookkeeper shall attend closed sessions of the Board as provided for in Government Code § 54957.2(a). The Secretary/Bookkeeper shall also keep a record of Board Agendas and Board Action Synopses. The Secretary/Bookkeeper is responsible forthe publication of legal notices, appropriate action and certification and filing of documents, e.g., budgets, election reports, audits, resolutions, and other legal documents. The Secretary/Bookkeeper is responsible for receiving and answering all official Board correspondence, after appropriate consideration is given to the correspondence by the board acting collectively and keeping records of burials and sales of plots through the office computer.
15. Cemetery Groundskeeper: The Cemetery Groundskeeper is responsible for the upkeep and maintenance of the cemetery facility and grounds maintenance. The Cemetery Groundskeeper reports to the Board of Directors.
16. POWERS OF THE DISTRICT:
17. Contract with County for burial of non-resident indigents. (9062)
18. Require markers or monuments on graves. (9052)
19. Use tax proceeds (no more than $300.00 per grave), gifts of money or other revenues to purchase and erect suitable markers upon graves of indigents or other deceased persons for whom markers cannot otherwise be obtained. (9052)
20. Maintain and care for public streets and alleys within the cemetery property. (9040, 9041)
21. FINANCE AND TAXATION:
22. On or before May 1st of each year the Board of Trustees shall adopt a final budget, which shall conform to the accounting and budgeting procedures for special districts contained in Subchapter 3 (commencing with Section 1121 of Subchapter 4 of Division 2 of Title 2 of the California Code of Regulations. (9070-9079)
23. Purchasing and Contracting:
24. The district may request the Department of General Services to make purchases of materials, equipment, or supplies on its behalf pursuant to Section 10298 of the Public Contract Code.
25. The district may request the purchasing agent of the principal county to make purchases of materials, equipment, or supplies on its behalf pursuant to Article 7 (commencing with Section 25500) of Chapter 5 of Division 2 of Title 3 of the Government Code.)
26. Any work to be completed by outside vendors that would exceed the cost of $3,000 would require bids from three separate sources if obtainable and be approved by the Board of Trustees. These bids would be obtained by the Cemetery staff.
27. INTERMENTS
28. Residents: Interment rights in Keystone Cemetery District shall be limited to: (1) Persons who are residents of the district; (2) Persons who are former residents of the district and who acquired interment rights while they were residents of the district; (3) Persons who formerly paid property taxes on the property located in the district; (4) Persons who formerly paid property taxes on property located in the district and who acquired interment rights while they paid taxes; (5) Eligible non-residents of the district, as provided in Section 9060 et seq. of the California Health and Safety Code; (6) Persons who are family members of any person as defined in Section 9060 et seq. of the California Health and Safety Code; (7) Proof of residency will be required.

Definition of “Family”. The term “family” is defined as:

Spouse

Parent

Grandparent (not grandchild)

Child

Sibling

1. Non-Residents: A district may inter a person who is not a resident of the district or a person who does not pay property taxes on property located in the district in a cemetery owned by the district if all of the following apply: (1) The district has an endowment care fund that required at least the minimum payment set pursuant to Section 9065; (2) The district requires payment of a non-resident fee pursuant to Section 9068.
2. Non-Resident Definition: Pursuant to Section 9061 (b) of the California Health and Safety Code, a person is an eligible non-resident if the person is a family member of a person who is already interred in a cemetery owned by the district, or is a family member of a person who has acquired interment rights in a cemetery owned by the district or if all the following apply:
3. The person was a resident of the district or paid property taxes on property located in the district for a continuous period of at least five years, a portion of which time period shall have occurred with the ten years immediately before the person’s death.
4. The district receives a written request for the interment of the person from a person who is a resident of the district, or who pays property taxes on property located within the district, and the person submitting the written request is not a trustee, officer, or employee of the district and is not a funeral director or an employee of a funeral director. (9061,c)

A person is an eligible non-resident pursuant to paragraph (5) of subdivision (b) of Section 9060 of the California Health and Safety Code if all the following apply:

1. The person was a resident of this state at the time of death.
2. There is no private cemetery within a straight line radius of 15 miles of the person’s residence.
3. There is no private cemetery nearer to the person’s residence than the nearest cemetery owned by the district.
4. The distances shall be measured in a straight line from the person’s residence to the nearest private cemetery and the nearest cemetery owned by the district.
5. The person died while either: (a) serving in the Armed Forces or the active militia, or (b) in the line of duty as a peace officer or firefighter and the board determines that the cemetery has adequate space for the foreseeable future.
6. Permit For Disposition: No interment will be made without a Permit for Disposition. (This form is issued by the County Health Department.)
7. Receiving of Remains/Product Requirements: The remains of the deceased will be brought to the cemetery in a closed casket, urn or other container. A liner will be required for all full body burials.
8. Hand digging burial plots may be done with a signed release of liability by all persons digging the burial site. A $100 deposit will be required prior to digging. All digging will follow the direction of the Cemetery Manager.
9. CREMAINS:
10. Only cremations are allowed in a cremation lot. Two (2) burials are allowed per cremation site.
11. If space is available, cremations may be placed above a regular full-sized space. A maximum of 4 cremains are allowed per regular full-size space, if not occupied. If occupied, no more than 2 cremains are allowed.
12. VAULTS/MARKERS:
13. An approved vault, crypt, urn or other receptacle that is in accordance with regulations is required for every interment.
14. A temporary marker is required for all burials unless there is an existing headstone.
15. Change of ownership. Any time burial rights change ownership, regardless of the circumstances, a $25.00 fee, Transfer of Burial Rights Fee is required.

IX DISINTERMENT:

1. The consent of the disinterment of human remains shall be in writing by

the spouse, child, parent, or sibling, in that order of priority.

B. Removal of human remains shall also be made upon written order of any

 of the following:

1. The superior court of the county in which the cemetery is located

2. The coroner having jurisdiction of the location of the current cemetery

3. The health department having jurisdiction of the current cemetery

C. The Keystone Cemetery District shall maintain a duplicate copy of the

 Order

D. The Keystone Cemetery District shall retain a true and correct record of a

 removal of remains that include all of the following:

1. The date the remains were removed

2. The name and age at death, of the person whose remains were removed

3. The cemetery and plot from which remains were removed

4. If the removed remains are reinterred, the plot number, cemetery name

 and location to which the remains were reinterred

5. If the removed remains are reinterred at the Keystone Cemetery, the

 date of reinterment

6. If the removed remains are disposed of other than by being reinterred,

 a record of the alternate disposition shall be made and a copy sent to

 the Keystone Cemetery District

E. The person making the removal shall deliver to Keystone Cemetery

 District a true, full, and complete copy of the record containing all of the

 information specified above

F. Disinterment shall be accomplished during Keystone Business hours, if not

 an additional fee for overtime for employees may apply

G. Full contents of grave site shall be removed from cemetery, (vault, casket,

 headstone, etc.)

H. Plot must be returned to acceptable appearance, if there is a shortage of

 soil for back filling plot, soil may have to be brought in at requester’s

 expense

I. Person doing excavation must be licensed, bonded and have liability

 insurance. Proof of insurance shall be made available to Keystone

 Cemetery District. If digging is to be done by hand, all personnel will sign

 liability waiver

J. If the owner of the plot wishes to give up their right to the plot Keystone

 Cemetery district will buy back burial rights for the original selling price

 with proof of purchase, excluding endowment fees which are

 non-refundable

X GRAVE MARKERS/HEADSTONES:

 Markers other than manufactured must be approved by the district will be accepted for installation in Keystone Cemetery District. All markers (except for bronze markers) must be three inches thick and dimensions shall comply as provided herein. The District is not liable for damage, theft, vandalism or deterioration of markers.

1. Installation /Placement: For the purpose of uniformity, installation of all markers shall be approved by Keystone Cemetery District personnel.
2. Setting of Markers:
3. Only one marker is recommended per full burial.If more than one marker is installed, the total size of the markers shall not exceed the width of the plot.
4. Five inches of concrete will be used for all aprons. Two lengths of one-half inch steel reinforcing rod will be used for running the full width and length of each apron.
5. Any apron or marker that cracks, due to poor workmanship or inferior material, are the responsibility of the contractor and/or owner.
6. Contractor may set as many stones in any one day that can be completed in that one day.
7. Placement of markers will be scheduled by contacting the Cemetery. Any company and/or contractor working on markers must notify the Cemetery Manager prior to commencement of any work.
8. Contractors shall not clean tools or equipment on cemetery grounds. Contractors shall remove any gravel, concrete, sod or other debris from the cemetery property.
9. Contractors who fail to comply with District rules and regulations may be banned from Keystone Cemetery.
10. Temporary Markers:
11. All graves shall have a temporary marker placed at the time of burial. Temporary markers shall remain on the grave site for a maximum period of one year. A temporary marker deposit of $50.00 is required at the time the plot is purchased. The $50.00 deposit will be refunded to the responsible party if a permanent headstone is placed within one year of the date of burial.
12. Temporary markers are not required if a permanent headstone is already in place.
13. Removal of Markers:
14. All permanent markers remain the property of the family. However, the district must be notified before removal of any marker. The markers/fixtures of any type cannot be requested to be removed by anyone other than the family member who has said rights without a court order. The Board of Trustees shall request a copy of the order and reserve the right, if necessary, to bring action against it.

XI ITEMS AUTHORIZED FOR PLACEMENT ON GRAVE SITES:

1. Only flowers whether fresh or artificial shall be placed in vases that are set in the cement aprons around the markers. The cemetery district shall have the authority to remove all floral designs, flowers, weeds, trees, shrubs, plants or herbage of any kind from the cemetery as soon as, in the judgment of the manager, they become unsightly, dangerous, detrimental, diseased or impede the progress of normal cemetery operations.
2. Only containers manufactured for cemetery use will be acceptable. Jars, glass containers, cans, etc., may not be used in place of marker vases.
3. Decorative items such as flags, banners, ornamental iron posts, wind chimes, stuffed animals, plastic toys, etc., can be used, provided they do not interfere with mowing and ground maintenance.
4. The private use of herbicides, pesticides and fertilizers is a violation of state law and prohibited.
5. Planting of permanent foliage and trees or altering of the grounds in any manner by anyone other than district personnel must be submitted to the Cemetery Manager for prior approval.
6. Special contributions for the beautification of the cemetery will be accepted and deposited in a general fund account to be used for future landscaping.
7. The Keystone Cemetery District and its staff are not responsible for plants, plantings or items of any kind damaged by the elements, lost, stolen, vandalized or by any other causes beyond its control.
8. Please note that the cemetery is open to the public during the work hours of the Cemetery Manager.

XII. BURIAL RIGHTS:

Eligibility to purchase burial rights shall be in compliance with the laws of the State of California contained within the California Health and Safety Code.

1. Sale of Burial Rights. Individuals owning Burial Rights in Keystone Cemetery District cannot sell those rights to others. Keystone Cemetery District will buy back burial rights for the original selling price with proof of purchase, excluding endowment fees which are non-refundable.

XIII. CHARGE FOR SERVICES:

1. No interment or other services shall be rendered until all charges for burial rights, services and endowment fees have been paid in full. (The California Constitution does not permit Public Agencies to extend credit or make a gift of public funds in any way, Article 16, Section 6, [see current fee schedule])
2. A Burial Rights Certificate will be issued to each buyer, at the time of payment in full of all charges.

XIV. NOTIFICATION OF PLANNED INTERMENT:

1. All arrangements will be conducted or coordinated through the business of the Keystone Cemetery District. The district requires a 48 hour notification for planned interment in order to allow adequate time to adjust the work schedule of District personnel if necessary.
2. Unless a matter of urgency, interments should not be conducted on legal holidays and are also subject to additional fees.

XV. SAFETY PLAN:

A Safety Plan has been adapted by the Keystone Cemetery District for all employees of the district and the public. This Safety Plan is on file at the District Office for public view if necessary.

[[2]](#footnote-2)

**KEYSTONE CEMETERY DISTRICT**

**PRICE LIST EFFECTIVE FEBRUARY 2022**

 **PLOTS/SPACES RESIDENT NON-RESIDENT**

Full $400.00 $600.00

Full Multiple $600.00 $800.00

Cremains (1/4) $200.00 $300.00

Cremains on Full Site $400.00 $600.00

Temporary Marker $ 50.00 $ 50.00

**ENDOWMENT FEES (Non-Refundable)**

Full $160.00 $350.00

Cremains (1/4) $ 60.00 $130.00

**OTHER**

Multiple Burial Fee/Cremains on

Full-body site $100.00 $150.00

Disinterment

Full Body $200.00

Cremains $100.00

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**OPTIONAL**

Set-Up (including Sunday/Holiday Burials) $100.00

(to be paid by family or mortuary)

1. All references are to the California Health and Safety Code unless otherwise noted. [↑](#footnote-ref-1)
2. Keystone Cemetery District By-Laws were updated December 2, 2024. [↑](#footnote-ref-2)