Keystone Cemetery District

August 1, 2024 Agenda

Keystone Cemetery District Special Meeting

15868 Indiana Ranch Road, Dobbins, CA 95935

1. Call to Order
2. Reading and approval of July 15, 2024 Minutes of Meeting
3. Guests from the Community, Public Comment. This portion of the meeting is reserved for any persons having the desire to address the Board on any matter within the Board’s jurisdiction and not on the agenda.
4. Bookkeeper Report:
5. Current spending/budget update from Barbara Heisinger. Handout of Keystone Cemetery District July 2024 Expenditures Detail, Monthly Expenditure Report, and County of Yuba Account Activity Listing. Fiscal Year Budget Balance is **$50,088.78**. The last report received from the County of Yuba dated May 31, 2024 shows an account balance in Fund 622 of **$65,187.90** and an account balance in Fund 623 of **$97,382.04**.
6. Authorization of bills and payroll to be made at meeting.
7. Warrant # 43583 dated 6/10/24 payable to Home Depot was not received by vendor. An inquiry for stop payment has been made on this warrant to the Yuba County Auditor’s Office and missing payment of $143.63 included for Trustee’s authorization.
8. Possible contacts for 2019-20 Keystone Cemetery independent auditors report – Darlene Tripett, CPA in Yuba City, Diane Watts, CPA in Oregon House. Both names were from Brown’s Valley Cemetery District. Nigro & Nigro, accounting firm with offices in Murietta and Walnut Creek. Firm referred on CSDA site.
9. Conflict of Interest – Local Agency Biennial Report. Handout of June 24, 2024 notice from Mary Pasillas, Clerk of the Yuba County Board of Supervisors with the 2024 Local Agency Biennial Notice, Biennial Notice Instructions for Local Agencies, and Resolution No. 1992-38. Keystone Cemetery must reply to the Yuba County Board of Supervisors Office no later than October 1, 2024.
10. Cost of 4 color toner for office printer/copier: $269.99 at Amazon and $272.49 at Staples (plus tax). No shipping. Tried placing order on-line as directed by Staples YC store to get a total with tax and indicate for store pick up at Staples but did not work out. I suggest online purchase with reimbursement.
11. New Expense Reimbursement Form handout.
12. Insurance coverage question for equipment grave digging in Keystone Cemetery: conversation with GSRMA. While Keystone Cemetery does have liability coverage for this and any claim would be considered, insurance coverage by the equipment operator would reduce/remove this liability from Keystone Cemetery as GSRMA cannot guarantee that all claims will be covered.
13. In response to question at previous meeting: L&L Monuments and Diamond will not give a price for installing headstones in general. If I send a pic of any not mounted headstones here, and they determine the headstone was made by their company, they will then give a price for installation. They will only install what they make.
14. Keystone Cemetery District Operations: Burial plot sold to the Wright Family and burial service held here Sunday, July 28. The Stark Family has been in contact concerning a recent death in the family and plan to purchase plot 1A, L 14 near other family buried here. Possible burial set for September 7th. A $2 donation was left in the mail box. Mason and Espinoza have temporary markers in place. Pipe repairs have been made R-15, L-28. There are Rainbird sprinklers that need repair/replacement, ongoing progress fixing adjustments, leaks, buried sprinkler heads.
15. Streamline Website Update: Compliance items are all in, have request in to Stremline re “Best Practice” items. Existing photo of gate from brochure is too small for website Welcome spot. Much more to be done. Pam Cook offered to look at Website for input; sent to her 7-25. Zoom meeting needs to be set with Tanner of Streamline.
16. New business: Keystone brochure review for possible updates. Handout of Keystone Cemetery current brochure and California Health & Safety Code Section 8738.
17. Adjournment