

**PORTOLA CEMETERY DISTRICT
MINUTES - REGULAR MEETING & PUBLIC HEARING
PORTOLA LIBRARY 34 3RD AVENUE, PORTOLA, CA
November 16, 2022 - 4:00 p.m.**

Call Meeting to Order by Pat Fruchtenicht at 4:00 pm

Pledge of Allegiance

Roll Call: Present: Pat Fruchtenicht
Donna Powell
Curtis Marshall
Gary France
Mary Kliejunas

Absent: Dwight Ceresola, County Supervisor

Also Present: Susan Arterburn, Caretaker

Changes to Agenda – No changes to agenda

Approval of Minutes – A motion was made by Gary France, seconded by Curtis Marshall to approve the minutes of the meeting held on August 17, 2022 as presented. The motion passed unanimously.

Correspondence – Mary shared at the meeting -

California Association of Public Cemeteries – flyer on 65th annual conference in March 2023.
A letter from the County Counsel regarding the 2022 Local Agency Biennial Notice to review Conflict of Interest Code.

Caretaker Report – Susan shared at the meeting –

Plots sold: 3

Burials:

Shady Grove – 3

Sharkey – 1

Whispering Pines – 1

Sani-Huts were ordered to be removed for the winter.

New hire is working out well.

She was unable to remove any pine needles from the cemeteries this year due to no staff, so there will be a larger than normal amount next summer. She will try to start hauling loads of pine needles in June to spread out the billing.

Board Reports

a. **County Supervisor** – Not in attendance.

b. **Chairman** – Pat expressed gratitude for Shady Grove cemetery having been plowed to the Veterans section for the Veteran's Day holiday.

c. **Directors** – No comments.

d. **Secretary/Treasurer**

1. Approval of Expenditure Reports: July, August, September 2022 –

The Board reviewed the reports, and a motion was made by Curtis Marshall, seconded by Gary France to approve the reports as presented. The motion passed unanimously.

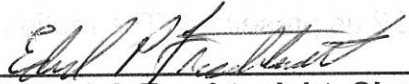
New Business / Action Items

- a. The Board discussed the letter from the County Counsel regarding the conflict of interest code.
- b. The Board discussed the prices of the local cemetery districts. Portola Cemetery District (PCD) is the only cemetery district in the area that does not have equipment or the staff for the digging and filling the graves. PCD hires someone to do this work. The total costs for burials at the PCD are very similar to the other local cemetery districts.
- c. The Board discussed acknowledging Judy Martini for her many years of service.

Old Business – None.

Schedule Next Meeting – February 15, 2023

Adjournment – There being no further business, the meeting was adjourned at 4:36 pm.



E. Patrick Fruchtenicht, Chairman



Mary Kliejunas, Secretary/Treasurer