**PORTOLA CEMETERY DISTRICT**

**MINUTES - REGULAR MEETING & PUBLIC HEARING**

**PORTOLA LIBRARY 34 3RD AVENUE, PORTOLA, CA**

**Wednesday, May 18, 2022 - 4:00 p.m.**

**Call Meeting to Order by Chairman Pat Fruchtenicht at 4:00 p.m.**

**Pledge of Allegiance**

**Roll Call:** Present: Pat Fruchtenicht

 Donna Powell

 Judy Martini

 Absent: Curtis Marshall

 Gary France

 Also Present: Dwight Ceresola, County Supervisor

 Susan Arterburn

 Mary Kliejunas

 Don Bliss

**Changes to Agenda – Judy requested to add Swearing in Mary Kliejunas and Form Authorizing Signatures**

Mary Kliejunas was sworn in by Chairman Pat Fruchtenicht.

Authorized Signature form was updated.

**Approval of Minutes –** A motion was made by Donna Powell, seconded by Pat Fruchtenicht to approve the Minutes of Regular Meeting held on February 16, 2022 as presented. The motion passed unanimously with Curtis Marshall and Gary France being absent.

**Correspondence –** No correspondence

**Public Hearing - Budget 2022 / 2023**

Judy reviewed the Budget 2022-2023 with the Board anda motion was made by Donna Powell, seconded by Pat Fruchtenicht to approve the Budget 2022-2023 as presented. The motion passed unanimously with Curtis Marshall and Gary France being absent.

1. **Adopt Resolution No. 2022-1 Establishing the Budget for 2022/2023**

A motion was made by Donna Powell, seconded by Pat Fruchtenicht to Resolution No. 2022-1 as presented. The motion passed unanimously with Curtis Marshall and Gary France being absent.

1. **Adopt Resolution No. 2022-2 Establishing the Appropriations Limit**

A motion was made by Donna Powell, seconded by Pat Fruchtenicht to Resolution No. 2022-2 as presented. The motion passed unanimously with Curtis Marshall and Gary France being absent.

**Caretaker Report**

**a. Report –** Susan reviewed her report with the Board noting 4 plots were sold and 2 burials at Vinton, 2 at Shady Grove and 3 at Whispering Pines. She also noted that the Sani-Huts have been placed at Shady Grove and Whispering Pines for the summer. New flags have been taken to all the cemeteries.

She also noted that new signs were needed at Vinton and Chilcoot with the cost being approximately $250 for both.

A motion was made by Pat Fruchtenicht, seconded by Donna Powell to have Susan order new signs for Vinton and Chilcoot with the cost of $250 as presented. The motion passed unanimously with Curtis Marshall and Gary France being absent.

Susan also noted that weather depending will determine the mowing she is able to do for the cemeteries.

1. **New Section for Urn Garden, Discussion** – Susan presented a map for Shady Grove to suggest changes to a section to add more area for an urn garden. She proposed Sections 15C and 16D to be changed. She proposed splitting each 5’x10’ plot into three urn plots each allowing two urn’s per plot.
2. Susan also suggested that we should consider increasing the rates for plot costs as we have not had an increase since before 2006 and costs are going up. She suggested increasing the cost for residents from $585 to $750 and non-residents from $785 to $950 for full plots. In the urn gardens the resident would increase from $325 to $500 and the non-resident would increase from $425 to $650. The Board discussed this and will need to hold a Public Hearing and post a notices.

**Board Reports**

1. **County Supervisor** – Supervisor Ceresola discussed the employment problem the County is facing. He noted that is part of the problem with claims taking so long to be paid.
2. **Chairman** – Pat noted that he has driven by most of the cemeteries and they are looking good.
3. **Directors** – No comments.
4. **Secretary/Treasurer**
5. **Approval of Expenditure Reports: January, February, March 2022** – Judy presented the Expenditure Reports and asked if there were any questions.

A motion was made by Donna Powell, seconded by Pat Fruchtenicht to accept the Expenditure Reports as presented. The motion passed unanimously with Curtis Marshall and Gary France being absent.

 **New Business / Action Items**

 **1. Approve New Section for Urn Garden**

A motion was made by Pat Fruchtenicht, seconded by Donna Powell to allow Susan to change Section 15C and 16D at Shady Grove into an Urn Garden as presented. The motion passed unanimously with Curtis Marshall and Gary France being absent.

1. **Signage for Chilcoot and Sharkey Cemeteries** – Mary introduced Don Bliss to the Board. She noted that he has volunteered to do some new signs that would be reproductions of original signage at Chilcoot Cemetery. Don presented some old photos of the original signs and asked if the Board would be agreeable to having him do the signs and post them. One sign will be a replica and the second sign will be new with the old wood grave frame which will have the name on the wood to acknowledge the family. After discussion, the Board agreed to, and Pat offered to help if needed when posting the signs. Susan asked that the lettering be at 5” if possible. If not, 4” would work. Don will paint the lettering by hand. Don would also like to refurbish the signs at Sharkey.

Supervisor Ceresola said he would speak to the County Road Dept. re: the road up to Sharkey.

Pat would like to display the old pictures with the new ones when completed at Williams House.

**Old Business**

**Closed Session (if necessary)**

**Schedule Next Meeting – August 17, 2022**

**Adjournment:** There being no further business, the meeting was adjourned at 4:55 p.m.

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**E. Patrick Fruchtenicht, Chairman**

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**Judith Martini, Secretary**