



A Tradition of Stewardship
A Commitment to Service

MINUTES

MONTICELLO PUBLIC CEMETERY DISTRICT ADVISORY COMMITTEE MEETING

9 A.M. WEDNESDAY FEBRUARY 19, 2020

**Napa County Administration Building, First Floor
1195 Third Street, Public Works Conference Room, Napa, CA 94559**

Patrick Scribner
Chair

Janice Gauthier
Vice Chair

Mary Carpenter

Dan McQueeney

Darlene Carpenter

I. CALL TO ORDER AND ROLL CALL

All members present.

- II. PUBLIC COMMENT** (At this time, anyone may address the Committee regarding any subject not on today's agenda over which the Advisory Committee has jurisdiction. No action will be taken by the Advisory Committee on such public comments other than possibly scheduling the item for a future meeting)

No public comment.

III. APPROVAL OF MINUTES

Staff requests approval of the minutes for the special meeting held on September 26, 2019.

Chair Scribner requests change concerning double burials to use instead the phrase "garden crypt" and not double burials. Unanimously approved, as amended.

IV. ELECTION OF CHAIR AND VICE CHAIR

According to the MPCD Bylaws Subsection 2.2.1.4, the Committee shall elect a chair and vice chair at the first regular Committee meeting of the calendar year.

Member Mary Carpenter makes motion to nominate Member Scribner as chair. Member Gauthier seconds motion. Unanimously approved. Member Mary Carpenter makes motion to nominate Member McQueeney as vice chair. Member Gauthier seconds motion. Unanimously approved.

V. DISTRICT MANAGER'S REPORT

Staff gives update on MPCD business since last meeting:

- a) Board of Trustees January 14, 2020, items: quarterly meetings; Paul Cobb contract, Scribner plots
- b) Budget report
- c) Plot sales; burials
- d) Recap of on-site meeting with Paul Cobb on January 29, 2020

Staff gave a presentation to the committee, reviewing the Brown Act for all committee members.

- a) Staff recapped three items approved by the Board of Trustees on January 14, 2020
- b) Staff reviewed FY20 budget and draft FY21 budget.
- c) Staff reported three casket burials in FY20, four cremains burials, and three burial plot purchases.
- d) Staff recapped issues that need addressing in the cemetery, including rainwater control, roadway-path paving, grass and tree management, and other items. Staff deferred further comment until Agenda Item VII Landscape Contractor Report.

No action taken on District Manager's Report.

VI. SETTING SCHEDULE OF QUARTERLY MEETINGS

Staff requests committee set quarterly meeting dates for 2020.

Unanimous approval of 2020 meeting schedule as follows: March 18 (on-site at Monticello Cemetery); June 17, September 16, and December 16.

VII. LANDSCAPE CONTRACTOR REPORT

Landscape contractor Paul Cobb will present list of Monticello Cemetery upgrade and repair projects for committee discussion and possible action.

IRRIGATION

Condition of the cemetery's sprinklers are fair to poor. I recommend Rainbird Maxipaw, which is a pop-up and easily programmed and controlled for maximum coverage. There are irrigation valves, in addition to sprinklers, that are worn out and need to be replaced. Ewing Irrigation gives a large discount for sprinklers and valves to public cemetery districts.

TOP SOIL

Top soil of cemetery has been washed off at from the North portion and going down the side of the sloping hill to the South portion of the cemetery, leaving areas without grass. These bare areas need to be filled in with top soil, smoothed out and packed down, then spread grass seed to get a root system to hold the top soil down. Paul will change sprinklers and valves several on each visit to mow the lawn. Paul needs good sprinklers, particularly on the top of the hill (north) to get the grass seeds to take root. Paul wants to have top soil by April to get the seeds growing. Needs a truck full of topsoil.

OAK TREES

Old oak trees need to be trimmed. There are a lot of limbs on the ground and will have larger limbs as time goes on. Must be done every 15 to 20 years - \$25,000 to \$30,000. Member Mary Carpenter asked staff to inquire who picks up the downed tree limbs. Can we stack the limbs at the road and have them picked up?

PAVING OF HORSESHOE

Committee doesn't want blocks 1 and 3 paved – only block 2 (the horseshoe), because the committee doesn't want to encourage more car traffic on the outside east and west lanes. They should remain dirt roads or with some gravel.

WEED KILLING

Paul needs three gallons of Round-Up to kill weeds around stones and fence. Cannot Weed-eat around 1,075 headstones.

RED BUD TREE PLANTING

Paul wants to place red bud trees along the north fence. Red Bud is native tree to Napa area. They have good root system to help hold the hill and top soil together. At least 10 trees needed at \$200 apiece.

OLEANDERS REMOVED

Oleanders near the fence are growing underneath the south fence and lifting it up in two different places and compromising its integrity. They need to be removed. There is another oleander bush in the middle of the cemetery and is growing and moving into plots.

TRASH CANS

Chair asked staff to get more trash cans from Public Works. Our garbage service empties the garbage cans. One at the top and at the west where they clean their car out – get three more – for four total.

PAINT CLUBHOUSE

Members will pitch in to pain the clubhouse trim.

POST A MAP OF THOSE INTERRED

Paul says he is frequently asked about a map to find relatives. Committee asked staff to develop a map to post on MPCD/County website – and put website address on cemetery sign.

FROM GATES

Paul suggested a gate to discourage cars from driving in. Committee does support changing the front gate.

GROUND COVER

Hen and chickens for ground cover. They are succulents and ground cover for north fence. Looking to hold the soil. Committee approves.

Staff requests committee to address wattling on the north side of the cemetery. Paul suggests a permanent cement wall along the north fence for a permanent fix.

VIII. COMMITTEE ISSUES

Items for committee discussion and possible action.

- a) **Fee schedule** – Discussion of and possible action on recommending new cemetery rates to the Board of Trustees.

Committee recommends to staff to amend fee schedule to remove opening and closing and other fees dependent on independent contractors, but keep administrative fees on the schedule, and include a separate sheet of contractor costs, and private contracts fees are subject to change.

- b) **Double burials** – Discussion of and possible action on double burials and review of remedies where bedrock prohibits double burials.

Committee members said purchasers of burial rights buy rights to a single plot. If the ground-bedrock cannot accommodate a double burial, the District is not bound to give another plot free of charge in exchange. Committee suggests amending the bylaw to reflect there is no guarantee that plots can accommodate a double burial. Proof of burden entitled to a garden crypt lies with purchaser. Committee members did not want staff to spend on x-ray/radar imaging of cemetery to ascertain where bedrock is for future burial plot rights sales. Committee members recommended staff return with draft amendment at March 18. Paul suggested contacting Bob Hunt, an expert in California on double burial issues. Most all public cemeteries have stopped double burials. It would be on the deed whether it was double burial. It's two openings and closings. Proof of burden is on purchaser. A double interment – the first has to go down double depth. A double garden crypt has two openings and closings.

- c) **Five permanent flag holders** – Discussion of and possible action on proposal to install five permanent flag holders on the cemetery's north end running east-west and between the oak tree and main entrance road running north-south at no cost to the MPCD.

Chair Scribner will fund the installation of five permanent flag holders along the north road-fence area that will be flown on Memorial Day and Veterans Day instead of putting small flags on all veterans graves. In the morning they go up and at night they go down, and can be stored in the clubhouse. And also put them up at a veterans burial. Committee unanimously approves of the plan.

IX. COMMITTEE MEMBER REPORTS/COMMENTS

None.

X. FUTURE AGENDA ITEMS

Discuss and Prioritize Landscape Contractor's Report projects

XI. ADJOURNMENT

Adjourn to the next regular meeting of the Monticello Public Cemetery District at 10 a.m. Wednesday March 18, 2020, on-site at the Monticello Public Cemetery.

GENERAL INFORMATION

On February 19, 2002, the Board of Supervisors adopted Resolution No. 02-31 establishing the Monticello Cemetery District Advisory Committee. The Advisory Committee meets a minimum of one time per year. The functions of the Committee are to develop recommendations to the Board of Trustees regarding a) the type, extent and level of services to be provided and financed by the District; b) the establishment or revision of any policies to be utilized within the District; c) the establishment of rates, fees and other charges to be set within the District; d) annual budget for the District; and e) any other matters pertaining to the District when requested by the Board.