



A Tradition of Stewardship
A Commitment to Service

AGENDA

MONTICELLO PUBLIC CEMETERY DISTRICT ADVISORY COMMITTEE MEETING

10 A.M. WEDNESDAY MARCH 17, 2021

Location: Monticello Public Cemetery, Spanish Flat Loop Road, Napa, CA

Patrick Scribner
Chair

Dan McQueeney
Vice Chair

Mary Carpenter

Janice Gauthier

Darlene Carpenter

Requests for disability-related modifications or accommodations, aids or services may be made to the Public Works office no less than 72 hours prior to the meeting date by contacting (707) 299-1477.

I. CALL TO ORDER AND ROLL CALL

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)

III. APPROVAL OF MINUTES

Staff requests approval of the minutes for the meeting held on January 20, 2021.

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.

V. DISTRICT MANAGER'S REPORT

Staff gives update on MPCD business since last meeting.

VI. SURVEY OF CEMETERY GROUNDS AND PROPOSED PROJECTS

Survey of Monticello Cemetery grounds of proposed repair and upgrade projects for the cemetery. Discussion and possible action on projects.

VII. FUTURE AGENDA ITEMS

VIII. ADJOURNMENT

Adjourn to the next regular meeting of the Monticello Public Cemetery District on June 16, 2021, at the Napa County Administration Building, 1195 Third Street, Napa, CA.

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.



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MINUTES

MONTICELLO PUBLIC CEMETERY DISTRICT ADVISORY COMMITTEE SPECIAL MEETING

9 A.M. WEDNESDAY JANUARY 20, 2021

Meeting teleconferenced on Zoom – Meeting ID: 850 0601 2933

Join Zoom Meeting: <https://countyofnapa.zoom.us/j/85006012933>

Patrick Scribner
Chair

Dan McQueeney
Vice Chair

Mary Carpenter

Janice Gauthier

Darlene Carpenter

Requests for disability-related modifications or accommodations, aids or services may be made to the Public Works office no less than 72 hours prior to the meeting date by contacting (707) 299-1477.

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 meeting held on December 16, 2020.

Unanimously approved.

IV. 2021 MEETING SCHEDULE

Members will set the 2021 MPCD Advisory Committee quarterly meeting schedule.

Unanimous approval for MPCD Advisory Committee meetings in 2021: March 17 (at Monticello Cemetery); June 16; September 15; December 15.

V. FEE SCHEDULE

Members will hear staff update on grave digger contract and increases to fee schedule items requested by contractor and others. Discussion and possible vote on recommendation.

MPCD is contracting with new grave digger, Curtiss Kelley, who worked previously as the cemetery's grave digger. Mr. Cobb left abruptly as grave digger and landscape contractor in July 2020, moving to Utah to care for his ailing father. Mr. Kelley co-owns and operates a construction business. For morning burials, he must take a full day, then another half day off from his business to perform the burial, because of the cemetery's remoteness. For a 10 a.m. burial, he must drive to the cemetery the day before with his backhoe to open the grave, then a trip to Vallejo to get the burial liner, as his truck cannot accommodate both. Then he must return the next day for the

service to close the grave. The proposed increase is for morning burials at 10 a.m. only, that necessitate an extra trip. The price for a 2 p.m. burial will increase less than \$100 for residents and nonresidents. The fee for engraving of names into the Veteran's Wall to Board of Trustees is also to be increase to accommodate for increases vendor costs.

Fee schedule unanimously approved.

VI. FUTURE AGENDA ITEMS

None.

VII. ADJOURNMENT

Unanimous approval. Adjourn to the next regular meeting of the Monticello Public Cemetery District on March 17, 2021, at the Monticello Cemetery.

GENERAL INFORMATION

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Statement of Revenues and Expenses Budget vs. Actual - by Division

2860 - Monticello Public Cemetery
Periods 1 through 9 of Fiscal Year: 2021

Division: 28600 - Monticello Public Cemetery

		Adopted Budget	Budget Adjustments	Adjusted Budget	Encumbrances	Actual YTD	YTD Total	Budget vs Actual	Percent of Budget
Revenues									
41100	Property Taxes-Current Secured	31,000.00	-	31,000.00	-	20,479.70	20,479.70	10,520.30	66.06%
41120	Property Tax - Excess ERAF	-	-	-	-	1,983.00	1,983.00	(1,983.00)	0.00%
41150	Property Taxes - Cur Unsecured	900.00	-	900.00	-	1,020.36	1,020.36	(120.36)	113.37%
41205	Property Taxes - PY Unsecured	25.00	-	25.00	-	7.60	7.60	17.40	30.40%
41300	Suppl Property Taxes - Current	350.00	-	350.00	-	227.10	227.10	122.90	64.89%
41305	Suppl Property Taxes - Pr Year	20.00	-	20.00	-	2.18	2.18	17.82	10.90%
43120	State - Other In-Lieu Tax	917.00	-	917.00	-	917.00	917.00	-	100.00%
43600	State-Homeowners PropTx Relief	100.00	-	100.00	-	49.00	49.00	51.00	49.00%
43790	State-Other Funding	10.00	-	10.00	-	-	-	10.00	0.00%
45100	Interest	4,000.00	-	4,000.00	-	787.25	787.25	3,212.75	19.68%
46800	Charges for Services	3,000.00	-	3,000.00	-	1,571.00	1,571.00	1,429.00	52.37%
49900	Intrafund Transfers-In	12,000.00	-	12,000.00	-	-	-	12,000.00	0.00%
Total Revenues		52,322.00	-	52,322.00	-	27,044.19	27,044.19	25,277.81	51.69%
Expenses									
Total for: Salaries and Benefits		-	-	-	-	-	-	-	0.00%
52115	Property Tax/Assessment Admin	300.00	-	300.00	-	-	-	300.00	0.00%
52125	Accounting/Auditing Services	600.00	-	600.00	-	270.00	270.00	330.00	45.00%
52140	Legal Services	2,000.00	-	2,000.00	-	1,012.50	1,012.50	987.50	50.63%
52145	Engineer Services	23,000.00	-	23,000.00	-	11,203.33	11,203.33	11,796.67	48.71%
52210	Burial Services	1,000.00	-	1,000.00	-	934.72	934.72	65.28	93.47%
52340	Landscaping Services	17,500.00	21,750.00	39,250.00	19,679.00	19,571.00	39,250.00	-	100.00%
52505	Maintenance-Buildings/Improvem	1,000.00	-	1,000.00	-	-	-	1,000.00	0.00%
52510	Maintenance-B&I-PW Charges	1,454.00	-	1,454.00	-	1,153.07	1,153.07	300.93	79.30%
52600	Rents and Leases - Equipment	1,625.00	-	1,625.00	750.00	875.00	1,625.00	-	100.00%
52705	Insurance - Premiums	1,100.00	-	1,100.00	-	-	-	1,100.00	0.00%
52800	Communications/Telephone	50.00	-	50.00	-	7.63	7.63	42.37	15.26%
53100	Office Supplies	20.00	-	20.00	-	-	-	20.00	0.00%
53110	Freight/Postage	10.00	-	10.00	-	6.70	6.70	3.30	67.00%
53120	Memberships/Certifications	32.00	-	32.00	-	32.00	32.00	-	100.00%



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Statement of Revenues and Expenses Budget vs. Actual - by Division

2860 - Monticello Public Cemetery
Periods 1 through 9 of Fiscal Year: 2021

Division: 28600 - Monticello Public Cemetery

		Budget						Percent of	
		Adopted Budget	Adjustments	Adjusted Budget	Encumbrances	Actual YTD	YTD Total	Budget vs Actual	Budget
53205	Utilities - Electric	400.00	-	400.00	-	166.40	166.40	233.60	41.60%
53220	Utilities - Water	1,500.00	-	1,500.00	-	309.03	309.03	1,190.97	20.60%
53350	Maintenance Supplies	50.00	-	50.00	-	-	-	50.00	0.00%
53400	Minor Equipment/Small Tools	50.00	-	50.00	-	-	-	50.00	0.00%
Total for: Services and Supplies		51,691.00	21,750.00	73,441.00	20,429.00	35,541.38	55,970.38	17,470.62	76.21%
Total for: Other Expenses		-	-	-	-	-	-	-	0.00%
Total Expenditures		51,691.00	21,750.00	73,441.00	20,429.00	35,541.38	55,970.38	17,470.62	76.21%
Net Surplus (Deficit)		631.00	(21,750.00)	(21,119.00)	(20,429.00)	(8,497.19)	(28,926.19)		

33100 - Available Fund Balance	130,753.71
Net Surplus (Deficit)	(8,497.19)
33100 - Ending Fund Balance	<u>122,256.52</u>