



# AGENDA

## *MONTICELLO PUBLIC CEMETERY DISTRICT ADVISORY COMMITTEE MEETING*

**9 A.M. WEDNESDAY JUNE 16, 2021**

**Meeting teleconferenced on Zoom – Meeting ID: 894 6017 5063**

Join Zoom Meeting: <https://countyofnapa.zoom.us/j/89460175063>

---

**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 March 17, 2021.

**IV. DISTRICT MANAGER'S REPORT**

Update on contract status for landscaping and grave digging and other activities.

**V. BRIGHTVIEW CEMETERY PROJECT QUOTES**

The MPCD Advisory Committee instructed Brightview Landscaping to submit quotes for all proposed repair and improvement projects identified at the on-site March 17, 2021, Advisory Committee meeting. Staff seeks discussion and direction on prioritizing the projects.

**VI. CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT (CUPCCAA)**

Staff seeks discussion and possible action for the MPCD to opt into the CUPCCAA that will allow staff to hire contractors for projects under \$60,000, bypassing the "Request For Proposal" process. The CUPCCAA will save staff time costs and allow the hiring of contractors in a more efficient and timely manner.

**VII. FUTURE AGENDA ITEMS**

## **VIII. ADJOURNMENT**

Adjourn to the next regular meeting of the Monticello Public Cemetery District at 9 a.m. Wednesday September 8, 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.



A Tradition of Stewardship  
A Commitment to Service

# MINUTES

## 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

**Present: Members Scribner, McQueeney, Gauthier, Darlene Carpenter; Not present: Member Mary Carpenter. A quorum is 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)

**None.**

### III. APPROVAL OF MINUTES

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

**Unanimously approved.**

### 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 Scribner unanimously voted as chair. Motion made to nominate Darlene Carpenter as vice chair. Motion was not seconded, therefore motion died. Motion made to nominate member McQueeney. Motion seconded. Unanimously approved.**

### V. DISTRICT MANAGER'S REPORT

Staff gives update on MPCD business since last meeting.

**Staff gave oral report of three items on the March 23, 2021, Board of Trustees agenda: grave digger contract; MPCD Advisory Committee Members term renewal; Fee Schedule. MPCD budget has healthy available fund balance.**

## **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.

**Committee members and landscape contractor for Brightview, Jim Walsh, walked the cemetery discussing ways to improve the irrigation, lawn, and vegetation.**

## **VII. FUTURE AGENDA ITEMS**

**None.**

## **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.

**Unanimously approved.**

### **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.

# MONTICELLO PUBLIC CEMETERY DISTRICT ADVISORY COMMITTEE MEETING

## DISTRICT MANAGER'S REPORT JUNE 16, 2021



A Tradition of Stewardship  
A Commitment to Service

**SUBMITTED BY:**

**MICHAEL KARATH**  
STAFF SERVICES ANALYST II  
Napa County Dept. of Public Works  
[michael.karath@countyofnapa.org](mailto:michael.karath@countyofnapa.org)  
(707) 299-1477

## I. ADMINISTRATIVE

**Payment to grave digger:** The CEO's Office is now requiring the MPCD to have families pay the grave digger directly instead of having the family pay the MPCD, which then pays the grave digger. This is because any transaction in the County budget system must record the funds, which increases the amount of expenditures. County budget rules allow an approved budget to accept more revenue than projected, but not accept more expenditures than projected, and they wish to keep all expenditures as low as possible.

**Assistance from Napa County Public Works Building at Spanish Flat** - MPCD staff has been working with Public Works to continue the occasional assistance rendered from staff at the Spanish Flat building on Spanish Flat Loop Road. Unfortunately, the cemetery will no longer receive this assistance for free. The building houses PW staff solely for roads projects and its staff is funded by state and federal grant money. When their grants are audited, they must report and account for all work, including work done at the cemetery. MPCD staff is working out a way we can have their continued assistance, but have their work billed to the cemetery.

**Expanding the number of cemetery plots:** At the March 17, 2021, MPCD Advisory Committee meeting at the cemetery, the committee directed staff to determine the process of adding plots to the cemetery in the area near Block 3 and the Veterans' Area.

In consultation with the County Counsel's Office, it was determined that the MPCD Advisory Committee may make recommendations regarding the expansion of the cemetery. (Health & Safety Code sec. 9041(o).) So, all that would be required is for the MPCD Board of Trustees to approve the new plot map or similar record showing or identifying the newly available plots. Since the land being used is already owned by the MPCD for the purposes of the cemetery, there does not appear to be any other approval or formal dedication required. Staff will need to present an expansion map to the committee. Then, if the committee approves the map, the committee will vote to forward a recommendation for expansion with the map to the Board of Trustees for consideration of adoption.

**Visitor complaint concerning fellow visitors on Memorial Day weekend:** Staff received an email complaint from Taylor Tobler taking issue that a large family was holding a party on the cemetery grounds that was not respectful behavior at a cemetery.

Below is the unedited email text:

Good afternoon Mr. Karath,

While at the Monticello cemetery today visiting my friend that was killed in Afghanistan. I was made very uncomfortable by a large group of people having what seems like a bbq on the grounds not more than 70 feet from the headstone of my friend. They were laughing joking and taking photos. If these activities were on the senior center grounds I would have felt differently. But the fact of the matter is the group had such a presence that I, my wife and child left. I have named my son in part after the gentleman I went to visit. So to go there and not feel as though we could sit in

reflection was upsetting to say the least. The family bbq'ing had said multiple times that they were related to the mckenzie family (hopefully those were the graves there were partying on). As a county resident, and good family friend to some buried on those grounds this should not be condoned by the county. Memorial day weekend is not a weekend of celebrating a veteran that lived a long, happy, sucessful life. Memorial day is specifically to honor, remember and teach the sacrifices and stories of those that never came home.

I plan on writing any boards, papers and military support groups as required to make sure that this situation does not happen to other families and loved ones of fallen service members on this holiday.

Thank you,  
Taylor Tobler

## II. LANDSCAPING UPDATE

**Spanish Flat Water District:** Two weeks ago, Spanish Flat Water District fixed the water pipe that melted in the fall wildfires, and the cemetery now has water.

**Several gravestones damaged:** A visitor to the cemetery this Memorial Day weekend reported that the edges of several flat gravestones had been slightly damaged. The visitor posited that the cuts on the sides of several stones looked fresh, as from a mower set too low. Staff brought this to the attention of Brightview, which investigated the incident. Brightview investigated on-site and doubted the damage was from a mower, saying all weeds around the stones were weed-whacked.

## III. BUDGET REPORT

**End of fiscal year:** Currently, there is a \$12,769 deficit in MPCD operations budget. Revenue from burials so far is \$8,000 below projected revenue. Offsetting this deficit are the funds appropriated for landscape projects that were encumbered, but not used in this fiscal year. Further, for the past five years, MPCD has received about \$10,000 in ERAF funds from the state on the last day of each fiscal year. There is, however, no guarantee these funds will be received this fiscal year

### MONTICELLO CEMETERY (not including endowment)

Fiscal Year 2020/21 Status as of June 9, 2021 (see attachment)

Available Fund Balance (6-9-21)	\$ 130,753.71
(Less) Expenditures	(\$ 56,018.44)
(Plus) Revenue up to 6-10-21	\$ 43,248.60
<hr/>	
<b>Deficit</b>	<b>(\$ 12,769.84)</b>
<b>Ending Fund Balance</b>	<b>\$ 117,983.87</b>

ENDOWMENT CARE FUND – 6-20-21

RESERVE ACCOUNT	\$26,877.50
ACCUM INTEREST	\$ 84,686.53
FY 21 Endowment revenue	\$ 1,331.91
<hr/>	
<b>TOTAL</b>	<b>\$112,895.94</b>



**BRIGHTVIEW QUOTES:**

	<b>PROJECT</b>	<b>DESCRIPTION</b>	<b>QUOTE</b>
1	<b>FRENCH DRAIN</b>	Install a French drain at the north fence-line and channel the water through a pipe to the south fence-line and into the street	<b>\$20,980</b>
2	<b>BLADING THE GROUNDS - MAJOR</b>	Full blading of entire cemetery grounds to level out uneven patches	<b>\$11,371</b>
3	<b>BLADING THE GROUNDS - MINOR</b>	Selective blading of cemetery grounds to level out uneven patches	<b>\$5,100</b>
4	<b>BERMUDA GRASS CONTROL</b>	treat areas with three applications of herbicide in 14-day intervals	<b>\$3,330</b>
5	<b>CAP BROKEN DRAIN LINE</b>	Plug existing drain with concrete cap to be covered below grade with soil	<b>\$384</b>
6	<b>CREATE NEW ROAD</b>	Create road for on site parking at veteran's area	<b>\$14,103</b>
7	<b>FENCE-LINE INTERIOR PLANTING</b>	Remove existing undesired vegetation, replant and add new valve and drip irrigation	<b>\$10,173</b>
8	<b>FENCE-LINE SPAN FLAT PLANTING</b>	Remove existing Oleanders, grape vines and volunteer trees, replant and add new valve and drip irrig	<b>\$7,460</b>
9	<b>FENCE-LINE REMOVE OLEANDERS</b>	Remove existing Oleanders, grape vines and volunteer trees, replant with succulents- no irrigation	<b>\$2,840</b>
10	<b>FENCE-LINE REMOVE SUCCULENTS</b>	Remove succulents along fenceline	<b>\$731</b>
11	<b>FENCE-LINE SUCCULENT PLANTING</b>	Remove existing Oleanders, grape vines and volunteer trees, replant with succulents- no irrigation	<b>\$2,880</b>
12	<b>JUNIPER REMOVAL AND PLANTING</b>	Juniper Removal/ Replanting; Remove existing Junipers grape vines replant with succulents- no irrigation	<b>\$2,501</b>
13	<b>OLEANDER REMOVAL NEAR BUILDING</b>	Remove Oleanders at service building, including stumps/ roots	<b>\$725</b>
14	<b>ROADS IN CEMETERY - HERBICIDE</b>	Apply pre and post-emergent herbicide to service roads	<b>\$891</b>
15	<b>TREE PLANTING</b>	Install (28) 15 gal trees in location as marked	<b>\$5,006</b>



A Tradition of Stewardship  
A Commitment to Service

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

2860 - Monticello Public Cemetery  
Periods 1 through 12 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
<b>Revenues</b>									
41100	Property Taxes-Current Secured	31,000.00	-	31,000.00	-	32,944.29	32,944.29	(1,944.29)	106.27%
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	-	1,028.84	1,028.84	(128.84)	114.32%
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	-	332.66	332.66	17.34	95.05%
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	-	112.00	112.00	(12.00)	112.00%
43790	State-Other Funding	10.00	-	10.00	-	-	-	10.00	0.00%
45100	Interest	4,000.00	-	4,000.00	-	1,130.03	1,130.03	2,869.97	28.25%
46800	Charges for Services	3,000.00	10,000.00	13,000.00	-	4,791.00	4,791.00	8,209.00	36.85%
49900	Intrafund Transfers-In	12,000.00	-	12,000.00	-	-	-	12,000.00	0.00%
<b>Total Revenues</b>		<b>52,322.00</b>	<b>10,000.00</b>	<b>62,322.00</b>	<b>-</b>	<b>43,248.60</b>	<b>43,248.60</b>	<b>19,073.40</b>	<b>69.40%</b>
<b>Expenses</b>									
<b>Total for: Salaries and Benefits</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
52115	Property Tax/Assessment Admin	300.00	-	300.00	-	323.00	323.00	(23.00)	107.67%
52125	Accounting/Auditing Services	600.00	-	600.00	-	545.00	545.00	55.00	90.83%
52140	Legal Services	2,000.00	-	2,000.00	-	1,732.50	1,732.50	267.50	86.63%
52145	Engineer Services	23,000.00	-	23,000.00	-	15,979.97	15,979.97	7,020.03	69.48%
52210	Burial Services	1,000.00	10,000.00	11,000.00	-	3,574.72	3,574.72	7,425.28	32.50%
52340	Landscaping Services	17,500.00	21,750.00	39,250.00	9,595.98	29,654.02	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	250.00	1,375.00	1,625.00	-	100.00%
52705	Insurance - Premiums	1,100.00	-	1,100.00	-	1,076.00	1,076.00	24.00	97.82%
52800	Communications/Telephone	50.00	-	50.00	-	10.54	10.54	39.46	21.08%
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%



A Tradition of Stewardship  
A Commitment to Service

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

2860 - Monticello Public Cemetery  
Periods 1 through 12 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	-	238.74	238.74	161.26	59.69%
53220	Utilities - Water	1,500.00	-	1,500.00	-	317.18	317.18	1,182.82	21.15%
53350	Maintenance Supplies	50.00	-	50.00	-	-	-	50.00	0.00%
53400	Minor Equipment/Small Tools	50.00	-	50.00	-	-	-	50.00	0.00%
<b>Total for: Services and Supplies</b>		<b>51,691.00</b>	<b>31,750.00</b>	<b>83,441.00</b>	<b>9,845.98</b>	<b>56,018.44</b>	<b>65,864.42</b>	<b>17,576.58</b>	<b>78.94%</b>
<b>Total for: Other Expenses</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Total Expenditures</b>		<b>51,691.00</b>	<b>31,750.00</b>	<b>83,441.00</b>	<b>9,845.98</b>	<b>56,018.44</b>	<b>65,864.42</b>	<b>17,576.58</b>	<b>78.94%</b>
<b>Net Surplus (Deficit)</b>		<b>631.00</b>	<b>(21,750.00)</b>	<b>(21,119.00)</b>	<b>(9,845.98)</b>	<b>(12,769.84)</b>	<b>(22,615.82)</b>		

<b>33100 - Available Fund Balance</b>	<b>130,753.71</b>
Net Surplus (Deficit)	<b>(12,769.84)</b>
<b>33100 - Ending Fund Balance</b>	<b><u>117,983.87</u></b>



A Tradition of Stewardship  
A Commitment to Service

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

2860 - Monticello Public Cemetery  
Periods 1 through 12 of Fiscal Year: 2021

Division: 28610 - Mont Public Cemetery Endowment

		Adopted Budget	Budget Adjustments	Adjusted Budget	Encumbrances	Actual YTD	YTD Total	Budget vs Actual	Percent of Budget
<b>Revenues</b>									
45100	Interest	2,000.00	-	2,000.00	-	1,031.91	1,031.91	968.09	51.60%
46800	Charges for Services	1,000.00	-	1,000.00	-	300.00	300.00	700.00	30.00%
	<b>Total Revenues</b>	<b>3,000.00</b>	<b>-</b>	<b>3,000.00</b>	<b>-</b>	<b>1,331.91</b>	<b>1,331.91</b>	<b>1,668.09</b>	<b>44.40%</b>
<b>Expenses</b>									
	<b>Total for: Salaries and Benefits</b>	-	-	-	-	-	-	-	0.00%
	<b>Total for: Services and Supplies</b>	-	-	-	-	-	-	-	0.00%
57900	Intrafund Transfers Out	12,000.00	-	12,000.00	-	-	-	12,000.00	0.00%
	<b>Total for: Other Expenses</b>	12,000.00	-	12,000.00	-	-	-	12,000.00	0.00%
	<b>Total Expenditures</b>	<b>12,000.00</b>	<b>-</b>	<b>12,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12,000.00</b>	<b>0.00%</b>
	<b>Net Surplus (Deficit)</b>	<b>(9,000.00)</b>	<b>-</b>	<b>(9,000.00)</b>	<b>-</b>	<b>1,331.91</b>	<b>1,331.91</b>		
<b>33100 - Available Fund Balance</b>						<b>84,686.53</b>			
<b>Net Surplus (Deficit)</b>						<b>1,331.91</b>			
<b>33100 - Ending Fund Balance</b>						<b>86,018.44</b>			