



A Tradition of Stewardship
A Commitment to Service

AGENDA

MONTICELLO PUBLIC CEMETERY DISTRICT ADVISORY COMMITTEE MEETING

10 A.M. WEDNESDAY SEPTEMBER 15, 2021

Meeting teleconferenced on Zoom – Meeting ID: 867 3032 7305

Join Zoom Meeting: <https://countyofnapa.zoom.us/j/86730327305>; By phone: +1-669-900-6833

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 June 16, 2021.

IV. DISTRICT MANAGER'S REPORT

Update on budget, landscaping, grave digging, and other activities.

V. BRIGHTVIEW CEMETERY PROJECT QUOTES

Continued discussion and possible action on prioritizing Brightview's proposed repair and improvement projects identified at the on-site March 17, 2021, meeting.

VI. FUTURE AGENDA ITEMS

VII. ADJOURNMENT

Adjourn to the next regular meeting of the Monticello Public Cemetery District at 9 a.m. Wednesday December 15, 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 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

Members Scribner, Mary Carpenter and Darlene Carpenter present. Members McQueeney and Gauthier absent. Quorum 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 March 17, 2021.

Unanimously approved.

IV. DISTRICT MANAGER'S REPORT

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

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.

Committee advised staff to ensure grave digger is paid before grave is dug for staff to explore funeral homes to be pass through for families to pay funeral home, which then pays the grave digger.

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.

Committee instructed staff to see whether MPCD can contract with PW roads.

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.

Committee discussed whether the space under consideration to the south of Block 2 and 3 be used for parking, regular graves, or graves dedicated solely for veterans. No consensus reached. Issue tabled for next meeting.

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.

Committee stated there is no bylaw that regulates behavior on the cemetery premises and saw no need to craft an MPCD bylaw to regulate behavior. No action taken.

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.

Brightview Quotes – spreadsheet for all items 1 – 15, totaling \$88,479.12

The Committee voted unanimously to adopt the following priority list and plan of action:

- 1) Items 10, 11, 12, 13, & 14 totaling \$7,728.89 were approved by the Committee to go forward with the work, within the confines of our approved budget(s),**
- 2) Items 3, 7, & 9 totaling \$18,113.60 were rejected by the Committee,**
- 3) Items 5 & 6 totaling \$14,487.31 were tabled to our September 16th meeting, and**
- 4) Items 1, 2, 4, 8, & 15 totaling \$48,149.32 are to be discussed further with Brightview, then prioritized by the Committee.**

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

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.

Unanimously recommendation to forward to Board of Trustees for approval.

VII. FUTURE AGENDA ITEMS

Discuss whether the space under consideration to the south of Block 2 and 3 be used for parking, regular graves, or graves dedicated solely for veterans.

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.

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 SEPTEMBER 15, 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
(707) 299-1477

I. ADMINISTRATIVE

Foster Clark-Double Burials-MPCD Bylaws: This summer, staff has been conducting a comprehensive review of all MPCD records from the cemetery's inception to organize and digitize documents. During this effort, staff found a file concerning the unresolved situation regarding Foster Clark. In 2006, Mr. Clark bought rights to five plots (5-10) in Block 3, Lot 30. In 2019, his daughter-in-law, Laura Janet Clark passed away and was buried in 3-30-6. Mr. Clark contends that when he purchased the plots in 2006, he was "guaranteed" by MPCD staff that each plot would accommodate a double burial. However, when Laura was buried, the District's former grave digger stated that he hit bedrock when digging the grave, and could only dig deep enough to accommodate one casket. Laura's husband planned to be buried on top of her, but he was informed that would not be possible with the bedrock.

In the Clark file staff discovered, there was no record of a "guarantee" that each plot would accommodate a double burial. Staff believes it was likely Mr. Clark was told double burials were allowed, but that he construed it to mean a guarantee that each plot would accommodate a double burial. Because Mr. Clark maintains that he was "guaranteed" double burials, he maintains he is owed plots to bury 10 people, whether they be double burial plots that he paid for in 2006 or single plots the District should provide without charge if double burial is not possible. Mr. Clark continues to threaten legal action against the District to provide him plots to bury 10 people.

In an effort to find a resolution to the issue, staff contacted Tremaine & Associates to get a cost estimate of surveying the ground in the Clark plots to determine if they could provide double burials. The estimate was \$3,067. Staff contacted Mr. Clark to see if he was willing to work with the District to resolve the issue, perhaps contributing to paying the cost of the surveying. After several discussions, Mr. Clark maintained his position and refused to contribute to funding the surveying, but did not rule out a future compromise.

The Committee has discussed the Foster Clark issue in a previous meeting and endorsed a "buyer beware" policy that the onus is on the purchaser whether the plot is viable for double or even a single burial.

Consequently, staff is recommending not only a change to the MPCD bylaws clarifying the purchaser's rights concerning double burials, single burials, and any other related issues, but that a thorough and comprehensive review of all MPCD bylaws be undertaken by the Committee in the coming year.

II. LANDSCAPING UPDATE

Brightview On-Site Meeting on Sept. 21, 2021: Two weeks ago, the Chair and staff met with Brightview manager Jim Walsh at Monticello Public Cemetery to supervise work being done that day that had been approved by the Committee at its last meeting on June 16, 2021, and to

discuss other projects identified by the Committee. The report on this meeting will be deferred to Item V of this agenda.

III. BUDGET REPORT

Available Fund Balance for Projects: The County officially closes its books on the previous fiscal year each September. This closing will give the exact FY22 MPCD beginning fund balance. The unofficial MPCD fund balance, not including the endowment fund, at this time is \$130,543.

Staff is required to always retain enough funds in the fund balance, with a healthy buffer, to pay the District's bills, particularly through the six-month period of May through October when almost no revenue is collected. Staff performed a cash flow analysis (see attached) for those (non-revenue) six months and is recommending to the Board of Trustees a \$50,000 budget transfer from the fund balance to finance the projects the Committee has identified to improve and upgrade the Monticello Public Cemetery.

Staff also recommends that no funds be taken from the endowment care fund. Those funds, if used for projects, would be extremely difficult or impossible to replenish. The reason, or mission, of the endowment fund – to perpetually fund the maintenance of the cemetery once all burial rights to plots have been sold and plots eventually filled – would be placed in jeopardy.

Currently, the Cemetery has 1,075 total plots, with 280 plots still open for purchase.

ENDOWMENT CARE FUND – 9-3-21

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

MPCD LANDSCAPING AND DRAINING PROJECTS – as of 9-3-21

	PROJECT	DESCRIPTION	QUOTE
1	FRENCH DRAIN	Install a French drain at the north fence-line to channel stormwater running off hill and east and west swales to pipe that carries water to the south fence-line and into the V-ditch	\$20,980
2	BLADING THE GROUNDS - MAJOR	Full blading of entire cemetery grounds to level out uneven patches; new topsoil and re-seeding	\$11,371
3	TREE PLANTING	Install (28) 15 gal trees in location as marked	\$5,006
4	BERMUDA GRASS CONTROL	Treat areas with three applications of herbicide in 14-day intervals	\$3,330
5	CAP BROKEN DRAIN LINE	Plug existing drain with concrete cap to be covered below grade with soil	\$384
6	CREATE NEW ROAD	Create road for on site parking at veteran's area	\$14,103
7	FENCE-LINE REMOVE SUCCULENTS	Remove non-native succulents along fenceline that are rotting or have crowded native trees	\$731
8	FENCE-LINE NATIVE TREE AND SUCCULENT PLANTING	Remove existing Oleanders and juvenile trees, replant with native trees and succulents that need no irrigation to create a more symmetrical and pleasing design for the cemetery's trees and vegetation	\$2,880
9	JUNIPER REMOVAL AND PLANTING AT PLAQUE AREA OUTSIDE FRONT GATE	Juniper bushes cut back, but need to be replaced. Brightview will suggest alternative plants for the area	\$2,501
10	OLEANDER REMOVAL NEAR BUILDING	Remove Oleanders at service building, including stumps/ roots	\$725
11	ROADS IN CEMETERY - HERBICIDE	Apply pre and post-emergent herbicide to service roads	\$891
12	BLADING THE GROUNDS - MINOR	Selective blading of cemetery grounds to level out uneven patches	\$5,100
13	FENCE-LINE INTERIOR PLANTING AND IRRIGATION	Remove existing undesired vegetation, replant and add new valve and drip irrigation	\$10,173
14	FENCE-LINE FLAT PLANTING AND IRRIGATION	Remove existing Oleanders, grape vines and volunteer trees, replant and add new valve and drip irrig	\$7,460
15	FENCE-LINE REMOVE OLEANDERS	Remove existing Oleanders, grape vines and volunteer trees, replant with succulents- no irrigation	\$2,840
	Brightview quotes #1-15		\$88,479
	Items 1 - 4 discussed with Brightview, Adv. Comm to prioritize		
	Items 5 and 6 tabled to Sept. 15 meeting		
	Items 7-11 approved; either done or in process of being completed as of 9-1-21		
	Items 12 - 15 rejected by Adv. Comm; 14 put into red by Chair Scribner on 9-1-21		

CASH FLOW CHART - FY 2021-22

												YEARLY TOTALS											
EXPENDITURES	July	August	September	October	November	December	January	February	March	April	May	June											
52115	Property Tax/Assessment Admin																						
52125	Accounting/Auditing Services													150									
52140	300	300	300	300							300	300											
52145	1,400	1,400	1,400	1,400							1,400	1,400											
52210	Burial Services																						
52340	1,500	1,500	1,500	1,500							1,500	1,500											
52490	Other Professional Services																						
52505	Maintenance-Buildings/Improvement																						
52510	Maintenance-B&I-PW Charges													700									
52600	214	214	214	214							214	214											
52705	Insurance - Premiums																						
52800	5	5	5	5							5	5											
53100	Office Supplies																						
53110	Freight/Postage																						
53120	Memberships/Certifications																						
53205	25	25	25	25							25	25											
53220	110	110	110	110							110	110											
53350	Maintenance Supplies																						
53400	Minor Equipment/Small Tools																						
TOTAL SERVICES AND SUPPLIES											3554	3554	4404	3554	0	0	0	0	0	0	3554	3704	22324

6 mos - November - April - \$61,099 revenue in FY21
 6 mos - May-October - no revenue coming in
 6 mos - May-October expenses: \$22,324 estimated for FY22

Beginning FY 22 - first 4 mos - July-Oct - \$15,066 expenses
 Beginning FY22 on July 1, 2021 - Available FB: \$130,543

If FB is \$130,543 on July 1 - FB after BT would be \$65,477 by November 1 when revenue resumes [$\$130,543 - \$15,066$ (July-October expenses) - $\$50,000$ (BT for projects)] = \$65,477

Conclusion: If MPCD needs \$15,066 in FB to cover 4 mos expenses (July-October), after BT, MPCD would have \$65,477 in FB when revenue resumes in Nov. for next six mos

Landscaping = $\$1,388 + \122 (unanticipated expenses) = \$1,500