AGENDA

MONTICELLO PUBLIC CEMETERY DISTRICT
ADVISORY COMMITTEE

SPECIAL MEETING

9 A.M.  WEDNESDAY MARCH 2, 2022
Napa County Administration Building, 1195 Third St., Napa, CA

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 special meetings held on January 5, 2022, and January 19, 2022.

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 for the calendar year.

V. VACANT ADVISORY COMMITTEE ALTERNATE SEAT
Committee will discuss and take possible action to recommend Patrick J. Scribner to the Board of Trustees for the vacant alternate member advisory committee seat.

VI. DISTRICT MANAGER’S REPORT

VII. FY23 MPCD BUDGET REVIEW
Committee will review, discuss and take possible action on FY23 budget priorities.

VIII. FUTURE AGENDA ITEMS

IX. ADJOURNMENT
Adjourn to the next regular meeting of the Monticello Public Cemetery District at 10 a.m. Wednesday April 20, 2022, on-site at the Monticello Public Cemetery.

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. Face masks and responsible social distancing should be observed.
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.
MINUTES

MONTICELLO PUBLIC CEMETERY DISTRICT
ADVISORY COMMITTEE
SPECIAL MEETING

9 A.M. WEDNESDAY JANUARY 5, 2022
Napa County Administration Building, 1195 Third St., Napa, CA

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. Face masks must be worn during meeting and responsible social distancing observed.

I. CALL TO ORDER AND ROLL CALL
Quorum present. All members in attendance.

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 September 15, 2021
Unanimously approved.

IV. PASSING OF ADVISORY COMMITTEE MEMBER MARY CARPENTER
Recognition of the passing of longtime Advisory Committee Member Mary Carpenter.
Chair led members in moment of silence.

V. DISTRICT MANAGER’S REPORT
Staff update on MPCD business since last meeting on September 15, 2021:
a) Administrative: 2021 meeting calendar; Advisory Committee vacancies
b) Landscaping: drainage project/onsite meeting with Napa Resource Conservation District; improvement of access to plots; landscape contractor
c) Budget Report

Board of Supervisors absorbed special district meetings into its main schedule. No
longer need for quarterly Board of Trustees meetings. MPCD items can be brought to any BOS/BOT meeting. Advisory Committee will set its 2022 schedule at next meeting.

On November 4, 2021, the Chair and staff met at Monticello Public Cemetery with Bill Birmingham, an erosion program manager from the Napa Resource Conservation District (NRCD), for advice on mitigating the erosion from stormwater running off the hill and over the cemetery grounds. The main takeaway was the NRCD recommendation to smooth the eroding soil along the entire north fence to a smooth, natural slope – then plant grass and plants on the slope to help keep the soil in place and slow the rain coming off the hill.

Staff has spoken to a landscape owner local to the Monticello Public Cemetery area to potentially take over the monthly service. Since it’s local, the company can keep near daily tabs on the cemetery.

Members discussed building several paths in the cemetery to make it easier for seniors visiting the cemetery to access the plots of their loved ones. Staff will return at next meeting with more information on maps, materials, and pricing.

Budget revenue is on track. Budget transfer in October 2021 set aside $50,000 for improvement projects. Blading of cemetery ready to proceed.

No action taken.

VI. MPCD BYLAWS REVIEW
Members will review and discuss Section 2.2.1 to Section 2.2.1.8 that includes the function and membership of the MPCD Advisory Committee.
Several changes made. Staff will bring back amended bylaws for next meeting for further review.

VII. FUTURE AGENDA ITEMS
Staff will set special meeting for January 19, 2022, for discussion and possible action on recommending full-time and alternate members to Board of Trustees.

VII. ADJOURNMENT
Adjourn to the next regular meeting of the Monticello Public Cemetery District in 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.
MINUTES

MONTICELLO PUBLIC CEMETERY DISTRICT
ADVISORY COMMITTEE

SPECIAL MEETING

9 A.M. WEDNESDAY JANUARY 19, 2022

Meeting teleconferenced on Zoom – Meeting ID: 893 0879 7955
Join Zoom Meeting: https://countyofnapa.zoom.us/j/89308797955; By phone: +1-669-900-6833

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. Face masks must be worn during meeting and responsible social distancing observed.

I. CALL TO ORDER AND ROLL CALL
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. 2022 MPCD ADVISORY COMMITTEE MEETING SCHEDULE
Committee will discuss and take possible action to reset its 2022 meeting schedule in response to recent County changes to align special district meetings and agendas to Board of Supervisors’ scheduled meetings and agendas.
Unanimous vote to establish 2022 quarterly meeting schedule for the third Wednesday in the months of January, April, July, and September. (January 19, April 20, July 20, October 19.) The April 20 meeting will be on-site at the Monticello Public Cemetery at 10 a.m.

IV. VACANT ADVISORY COMMITTEE SEATS; FULL MEMBER AND ALTERNATE MEMBER
Committee will discuss and take possible action to recommend to the Board of Trustees applicants for the vacant full member and alternate member advisory committee seats.
Members McQueeney, Gauthier, and Carpenter voted to recommend Patrick J. Scribner to the full-member seat and Cynthia Gosling to the alternate-member seat. Chair Scribner abstained from voting.
V.  MPCD BYLAWS REVIEW

Members will continue review and discussion of MPCD Bylaws for recommendations, changes, and amendments to be forwarded to the Board of Trustees for possible action.

Members continued review of bylaws. Staff will bring amended bylaws to next meeting for review and discussion.

VI.  FUTURE AGENDA ITEMS

Staff to schedule special meeting for 9 a.m. Wednesday February 16, 2022, to discuss FY23 budget and other items.

VII.  ADJOURNMENT

Adjourn to the next regular meeting of the Monticello Public Cemetery District in 2022. Unanimous vote to adjourn.

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.
## Statement of Revenues and Expenses Budget vs. Actual

**Org:** Monticello Public Cemetery  
**Fiscal Year:** 2022 Through Period: 12

<table>
<thead>
<tr>
<th>Object</th>
<th>Adopted Budget</th>
<th>Adjustments</th>
<th>Revised Budget</th>
<th>Encumbrances</th>
<th>Actuals</th>
<th>Available Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>41 - Taxes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>41100 - Prop Taxes - Current Secured</td>
<td>34,000.00</td>
<td>-</td>
<td>34,000.00</td>
<td>-</td>
<td>16,365.52</td>
<td>17,634.48</td>
<td>48.13 %</td>
</tr>
<tr>
<td>41150 - Prop Taxes - Current Unsecured</td>
<td>1,000.00</td>
<td>-</td>
<td>1,000.00</td>
<td>-</td>
<td>847.90</td>
<td>152.10</td>
<td>84.79 %</td>
</tr>
<tr>
<td>41205 - Prop Taxes - Pr Yr Unsecured</td>
<td>25.00</td>
<td>-</td>
<td>25.00</td>
<td>-</td>
<td>64.55</td>
<td>(39.55)</td>
<td>258.20 %</td>
</tr>
<tr>
<td>41300 - Suppl Prop Taxes - Current</td>
<td>500.00</td>
<td>-</td>
<td>500.00</td>
<td>-</td>
<td>-</td>
<td>500.00</td>
<td>0.00 %</td>
</tr>
<tr>
<td>41305 - Suppl Prop Taxes - Prior Yr</td>
<td>10.00</td>
<td>-</td>
<td>10.00</td>
<td>-</td>
<td>0.99</td>
<td>9.01</td>
<td>9.90 %</td>
</tr>
</tbody>
</table>

**Total Taxes:** 35,535.00

| 43 - Intergovt Revenues | | | | | | | |
| 43120 - ST - Other In-Lieu Tax | 917.00 | - | 917.00 | - | 917.00 | - | 100.00 % |
| 43600 - ST - Homeowners Prop Tx Relief | 100.00 | - | 100.00 | - | 6.00 | 94.00 | 6.00 % |

**Total Intergovt Revenues:** 1,017.00

| 45 - Rev from use of Prop | | | | | | | |
| 45100 - Interest | 3,000.00 | - | 3,000.00 | - | 253.11 | 2,746.89 | 8.44 % |

**Total Rev from use of Prop:** 3,000.00

| 46 - Charges for Services | | | | | | | |
| 46800 - Charges for Services | 4,000.00 | - | 4,000.00 | - | - | 4,000.00 | 0.00 % |

**Total Charges for Services:** 4,000.00

| 49 - Special Items | | | | | | | |
| 49900 - Intrafund Transfers-In | 12,000.00 | - | 12,000.00 | - | - | 12,000.00 | 0.00 % |

**Total Special Items:** 12,000.00

| 52 - Services | | | | | | | |
| 52115 - Property Tax/Assessment Admin | 300.00 | - | 300.00 | - | - | 300.00 | 0.00 % |
| 52125 - Accounting/Auditing Services | 600.00 | - | 600.00 | - | 234.00 | 366.00 | 39.00 % |
| 52140 - Legal Services | 2,000.00 | - | 2,000.00 | - | 1,421.00 | 579.00 | 71.05 % |
| 52145 - Engineer Services | 19,000.00 | - | 19,000.00 | - | 8,373.80 | 10,626.20 | 44.07 % |
| 52210 - Burial Services | 1,000.00 | - | 1,000.00 | 10,000.00 | - | (9,000.00) | 1000.00 % |
| 52340 - Landscaping Services | 25,000.00 | | 50,000.00 | 75,000.00 | 2,474.90 | 18,525.10 | 54,000.00 | 28.00 % |
| 52505 - Maint - Bldg & Improvements | 1,000.00 | - | 1,000.00 | - | - | 1,000.00 | 0.00 % |
| 52510 - Maint - Bldg - PW Charges | 1,200.00 | - | 1,200.00 | - | - | 1,200.00 | 0.00 % |
| 52600 - Rents/Leases - Equipment | 1,625.00 | - | 1,625.00 | 1,712.00 | 856.00 | (943.00) | 158.03 % |
| 52705 - Insurance - Premiums | 1,100.00 | - | 1,100.00 | - | - | 1,100.00 | 0.00 % |
| 52800 - Communications/Telephone | 50.00 | - | 50.00 | - | 0.83 | 46.17 | 9.66 % |

**Total Services:** 52,875.00

| 53 - Supplies | | | | | | | |
| 53100 - Office Supplies | 20.00 | - | 20.00 | - | - | 20.00 | 0.00 % |
| 53110 - Freight/Postage | 10.00 | - | 10.00 | - | - | 10.00 | 0.00 % |
| 53120 - Memberships/Certifications | 32.00 | - | 32.00 | - | - | 32.00 | 100.00 % |
| 53205 - Utilities - Electric | 400.00 | - | 400.00 | - | 94.59 | 305.41 | 23.65 % |
| 53220 - Utilities - Water | 1,500.00 | - | 1,500.00 | - | 733.58 | 766.42 | 48.91 % |
| 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 Supplies:** 2,062.00

| 54 - Charges for Services | | | | | | | |
| 54305 - Maint - Bldg - PW Charges | 50.00 | - | 50.00 | - | - | 50.00 | 0.00 % |

**Total Supplies:** 2,062.00

| 41 - Taxes | | | | | | | |
| 41100 - Prop Taxes - Current Secured | 34,000.00 | - | 34,000.00 | - | 16,365.52 | 17,634.48 | 48.13 % |
| 41150 - Prop Taxes - Current Unsecured | 1,000.00 | - | 1,000.00 | - | 847.90 | 152.10 | 84.79 % |
| 41205 - Prop Taxes - Pr Yr Unsecured | 25.00 | - | 25.00 | - | 64.55 | (39.55) | 258.20 % |
| 41300 - Suppl Prop Taxes - Current | 500.00 | - | 500.00 | - | - | 500.00 | 0.00 % |
| 41305 - Suppl Prop Taxes - Prior Yr | 10.00 | - | 10.00 | - | 0.99 | 9.01 | 9.90 % |

**Total Taxes:** 35,535.00

| FY 22/23 Requested Budget | | | | | | | |
| 35,000.00 | | | | | | | |

**Notes:**
- Rev rising past 3 years; projection app 2.5% increase
- $1,000
- $50
- $500
- $10
- FY22 slow year so far; projecting less in FY23
- MPCD no longer pass-thru to pay grave digger
- No large projects planned
- New contract that incl. rate increase to $214/mo
- $1,100
- $50
- $50
- $53,012

**Statement of Revenues and Expenses**

- **Total Revenues:** 55,552.00
- **Total Expenditures:** 50,000.00
- **Net Surplus / (Deficit):** 152.00

**Available Fund Balance**

- **Beginning Available Fund Balance:** 130,192.65
- **Current Available Fund Balance:** 116,372.82

**Report Executed:** 1/6/2022