AGENDA

MONTICELLO PUBLIC CEMETERY DISTRICT
ADVISORY COMMITTEE

SPECIAL MEETING

10 A.M.  MONDAY APRIL 18, 2022
Location: Monticello Public Cemetery, Spanish Flat Loop Road, 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.

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 2, 2022.

IV. DISTRICT MANAGER’S REPORT
Staff gives update on MPCD business since last meeting.

V. SURVEY OF CEMETERY GROUNDS AND PROPOSED PROJECTS
Survey of Monticello Cemetery grounds of proposed repair and upgrade projects. Discussion and possible action on projects.

VI. FUTURE AGENDA ITEMS

VII. ADJOURNMENT
Adjourn to the next regular meeting of the Monticello Public Cemetery District on July 20, 2022, 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.
MINUTES

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

Members Gauthier, Carpenter, Scribner present. Members McQueeney and Gosling absent. 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 special meetings held on January 5, 2022, and January 19, 2022.

Unanimous approval of January 5, 2022, Minutes as amended with corrections (Item 5a amended to the year 2022, and a period placed after the word “contractor.” Unanimous approval January 19, 2022, Minutes.

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.

Member Gauthier made a motion to nominate Member Carpenter as vice chair. Member Carpenter seconded the motion. Members Gauthier and Carpenter voted aye. Member Scribner abstained. Motion carried.

Member Scribner made motion to nominate Member McQueeney as chair. No second, motion failed. Member Gauthier made motion to nominate Member Scribner as chair. Member Carpenter seconded the motion. Members Gauthier and Carpenter voted aye. Member Scribner abstained. Motion carried.

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.
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.
Members Gauthier and Carpenter voted aye. Chair Scribner abstained. Motion carried.

VI. DISTRICT MANAGER’S REPORT
• BLADING/LEVELING CEMETERY GROUNDS - Cemetery blading project moving forward. Staff working with contractor for start date.
• STORMWATER-SLOPE – After leveling, building a slope along north fence is next big project. Staff currently evaluating contractors for the project.
• MCKENZIE GRAVE – Members asked staff to contract grave digger concerning the settling of soil over McKenzie grave, making a depression in the cemetery grounds. Grave needs more soil for leveling.
• WALKING PATHWAYS – Staff will be preparing for April 20 committee meeting to examine where walking pathways should be. Members suggested staff view pathways and benches at VA Cemetery in Dixon and Rockville Public Cemetery. Compacted crushed granite on walkways.
• LANDSCAPE CONTRACTOR – Staff evaluating change of contractor for a local landscaper.

VII. FY23 MPCD BUDGET REVIEW
Committee will review, discuss and take possible action on FY23 budget priorities.
• FY22 – MPCD received unexpected revenue last week: Excess ERAF: $1,602; Other Funding (State allocation for wildfire damage): $8,550.
• FY23 – After $50,000 budget transfer from available fund balance in FY22 to fund several large projects, FY23 moves back to regular balanced budget with no anticipated large projects.
• GRAVE DIGGER FEES – Napa County CEO’s Office required MPCD staff to no longer have the County be a pass-through for paying the grave digger, so that formerly $10,000 expenditure line item (Burial Services – 52210) is returned to zero. Members instructed staff to develop plan to ensure grave digger is paid in full in advance of providing burial service.

VIII. FUTURE AGENDA ITEMS
Next meeting on April 20, 2022, will be on-site at Monticello Public Cemetery. Staff will prepare handouts to assist members in discussing where benches, pathways, trees and other items should be located to improve the grounds.

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.
Unanimous vote to adjourn to April 20, 2022.

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