



County of El Dorado

See below for meeting
location.

Minutes - Draft Cemetery Advisory Committee

Mike Roberts, District III, Chair
Melinda Peak, District I, Vice Chair
Frank Clark, District IV
Nicole Jordan, Archeological Representative
Kimm Richwine, Fraternal Organizations Representative
Ramona Tripp-Verbeck, Native American Cemeteries Rep.
Lori Parlin, Board of Supervisors
Shelley Wiley, Board of Supervisors Alternate
Sheriff Jeff Leikauf, Coroner's Office
Sgt. Steven Schofield, Coroner's Office Alternate
Christopher Perry, Cemetery Director
Julianne Melchor, Cemetery Director Alternate
Vacant, District II
Vacant, District V

Wednesday, July 26, 2023

3:00 PM

<https://edcgov-us.zoom.us/j/85948958190>

**2850 Fairlane Ct. Building C, Technical Advisory Committee (TAC) Room Placerville, CA
or Live Streamed**

PUBLIC PARTICIPATION INSTRUCTIONS: The Committee meeting room will be open to the public. The meeting will continue to be live-streamed via Zoom. By participating in this meeting, you acknowledge that you are being recorded. Although the County strives to offer remote participation, be advised that remote Zoom participation is provided for convenience only. In the event of a technological malfunction, the only assurance of live comments being received by the Committee is to attend in person. Except for a noticed teleconference meeting, the Committee reserves the right to conduct the meeting without remote access if there is a malfunction.

Members of the public may address the Committee in-person or via Zoom to make a public comment. The public should call into 530-621-7603 or 530-621-7610. The Meeting ID is 859 4895 8190. Please note you will not be able to join the live-stream until the posted meeting start time. To observe the live stream of the Committee meeting go to <https://edcgov-us.zoom.us/j/85948958190>. If you are joining the meeting via zoom and wish to make a comment on an item, press the "raise hand" button. If you are joining the meeting by phone, press *9 to indicate a desire to make a comment. Speakers will be limited to 5 minutes.

If you choose not to observe the Committee meeting but wish to make a comment on a specific agenda item, please submit your comment in writing. You are encouraged to submit your comment in writing by 4:00 PM on the day before the meeting to ensure the Committee has adequate time to review. Please submit your comment to Merrie Trujillo at merrie.trujillo@edcgov.us. Your comment will be placed into the record and forwarded to Committee members.

PROTOCOLS FOR PUBLIC COMMENT

Public comment will be received at designated periods as called by the Committee Chair.

Individuals will have five minutes to address the Committee. Except with the consent of the Committee, individuals shall be allowed to speak to an item only once.

Individual Committee members may ask clarifying questions but will not engage in substantive dialogue with persons providing input to the Committee.

If a person providing input to the Committee creates a disruption by refusing to follow Committee guidelines, the Committee Chair may take the following actions:

Step 1. Request the person adhere to Committee guidelines. If the person refuses, the Committee Chair may turn off the speaker's microphone.

Step 2. If the disruption continues, the Committee Chair may order a recess of the Committee meeting.

Step 3. If the disruption continues, the Committee Chair may order the removal of the person from the Committee meeting.

CALL TO ORDER AND ROLL CALL

Present: 7 - Clark, Tripp-Verbeck, Parlin, Perry, Roberts, Jordan and Richwine

Absent: 2 - Peak and Schofield

ADOPTION OF THE AGENDA AND APPROVAL OF CONSENT CALENDAR

A motion was made by Frank Clark, seconded by Kimm Richwine to adopt the agenda for the 7/26/23 meeting. The approval of the minutes from the 6/28/23 meeting will be moved forward to the August CAC meeting. Going forward minutes from the previous meeting will be attached to the current meeting agenda.

Yes: 7 - Clark, Tripp-Verbeck, Parlin, Perry, Roberts, Jordan and Richwine

Absent: 2 - Peak and Schofield

The Committee may make corrections to the agenda and adopt the agenda and the Consent Calendar with one single vote. A Committee member may request an item be removed from the Consent Calendar for discussion and separate Committee action or may move items to the Consent Calendar. At the appropriate time as called by the Committee Chair, members of the public may make a comment on matters on the Consent Calendar prior to Committee action.

CONSENT CALENDAR

1. **22-1768** Approve Agenda and Minutes: Staff recommending the committee approve the agenda for July 26, 2023 and approve the minutes from the June 28, 2023 meeting.

END OF CONSENT CALENDAR**DISCUSSION ITEMS**

2. **22-1140** Staff Report

Julianne reported that staff is currently preparing a Legistar item to submit to the BOS asking for guidance on the CAC formation resolution 128-2002 preparatory to submitting bylaws for approval. Recommendations include updating membership and terms and removing goals that have been completed. Diamond Springs cemetery recently had Facilities and Growlersburg working in the cemetery, followed by volunteers with the 'Save Diamond Springs' coalition who were also working in the cemetery under an Adopt-A-Cemetery project. Julianne will provide Mike and Kimm contact information for the Swansboro resident that called to report depressions on her property following the heavy Winter rains. Mike inquired how many burials the County oversaw in June, we had ten burials.

3. **22-1518** Save the Graves update: Projects, Event

Mike provided a summary of Save the Graves activities, including fundraising, projects such as an entry arch, permanent aluminum signs, realignment of crypt shutters. Tickets for the October event will be \$20.00, kids under 17 yrs will be free. Advertising will be in the 'Around Here' magazine, Mountain Democrat, and a banner over main street. Mike has prepared donor packets to distribute to local businesses. Save the Graves does not intend to undergo infrastructure improvements in the cemetery. Julianne shared that the Placerville Union cemetery will be a location for National Night Out on Tuesday, August 1st from 6:00 p.m. to 8:00 p.m.. This community event will include hot dogs, visiting with our local first responders and activities for families such as a scavenger hunt, gold panning with Uncle Fuzzy and headstone rubbings.

4. 23-1450 Facilities Managed Cemeteries

Landscape Maintenance: Facilities is responsible for managing the landscape maintenance in ten County cemeteries. Facilities has not been able to maintain the cemeteries that they are responsible for, citing staffing shortages along with other responsibilities.. Mike would like to address the issue with possibly a letter to the Mountain Democrat or BOS. Chris said he would reach out to Facilities and see if cemetery landscape maintenance could be prioritized. Mike shared that he would like the trees trimmed at St. Michael's cemetery as he has spoken with individuals who have family interred there and promised to have the trees taken care of. Mike inquired if there were any future plans for plot sales at Mormon Island or Pilot Hill. Julianne shared that yes, but right now the budget will not support any building projects such as an ossuary or scattering ground. The fee schedule will be updated to reflect services that may be available in the future. An ossuary may help reduce illegal cremains scattering. El Dorado County Cemetery Administration offers green burials in all of our cemeteries and has a lower fee schedule than most surrounding cemeteries.

5. 23-1451 Non-County managed cemetery updates/research projects

Julianne shared that unless there were Health & Safety concerns, Cemetery Administration would not be involved with cemeteries that are on private property and not managed by the County. The property owner that has a cemetery on their property is responsible to ensure the cemetery is enclosed and maintained. Ramona shared that she believed that Native American cemeteries would fall under the purview of the Federal government.

6. 23-1452 Placerville Union Projects

Projects at Placerville Union were addressed by Mike in item 22-1518.

7. 23-1454 Landscape Maintenance

Cemetery landscape maintenance was addressed in the discussion on item 23-1450.

8. 23-1455 Cemetery Software

Julianne reported no status change on the purchasing of Cemetery software.

9. 23-1457 County managed cemeteries, non-County managed cemeteries

Julianne shared that landscape maintenance is budgeted for and performed in cemeteries that the county holds title to and some cemeteries that are in the quiet title process.

OLD BUSINESS**10. 23-0183** Cemetery research conducted by university students

Nicole shared that she, Julianne and Kimm met with Sonoma State advisor, Alexis and students. They toured both Placerville Union and El Dorado cemetery. They also perused the hard copy records in the cemetery administration office. Lots of information was provided to the students and they are excited to work with us. Students are considering potential topics that are of interest, such as digitization of data, GPR and disease. Mike Roberts shared that an additional repository of information may be the Marilyn Ferguson library where volunteers are digitalizing and indexing her private collection of historical information.

11. 22-2199 CAC Membership

An application for District II representative was received by the Clerk of the Board in May. Supervisor Parlin requested to have the email from the BOS clerk forwarded to her so she could reach out to Supervisor Turnboo. Merrie will forward email to Supervisor Parlin.

12. 23-0239 CAC report to Board of Supervisors

Mike will prepare report, Supervisor Parlin indicated that there is a template available for committees to prepare their report and share with the BOS. Cemetery administration will request the template and instructions from the Clerk of the Board and will share those with Mike.

REPRESENTATIVE REPORTS

(in order listed above, starting with District I)

District I: Melinda Peak absent, Kimm Richwine: reported that DAR would like to have two work days in October with an Adopt-A-Cemetery agreement in the Morman Island cemetery. District II: Mike Roberts: reported that Save the Graves has joined the Chamber of Commerce and conversed with developer Leonard Grado regarding the Missouri Flat cemetery. Mr. Grado indicated that he would like to see the leadership class undertake a plan to care for the Missouri Flat cemetery. District IV: Frank Clark: reported that PGE has installed an underground box adjacent to the Greenwood cemetery fence line on Ricci Rd. He also stated that the neighbor who owns that parcel might be interested in adjusting the property line to give the cemetery the land along the fence near the PGE box. Mike Roberts reflected that there were lots of broken headstones at Greenwood that could use some repairs. Archeologist, Nicole Jordon: nothing to report. Fraternal Representative, Kimm Richwine: nothing to report. Mike shared that he learned of a new Oddfellows representative that would like to recognize a member who made a land donation that has been a terrific asset for the Oddfellows organization and is currently interred in the Placerville Union cemetery. Native American Representative: Ramona Tripp-Verbeck stated that she believed all Native American cemeteries fall under the authority of the Federal government. Julianne will research to confirm what role the Federal government plays in the management of Native American cemeteries located in El Dorado County. Supervisor Parlin: Nothing to report, but will follow up with Supervisor Turnboo regarding District II application that was received. Chris Perry: reported that the CAC resolution will be brought to the BOS on the 8/15/23 meeting and is on track to bring the Cemetery Ordinance updates to the 9/19/23 BOS meeting.

OPEN FORUM

Open forum: Bob Villalobos shared that the Kelsey Cemetery District had a large monument installed and will have a dedication ceremony at the Kelsey cemetery on September 9th. The monument was possible due to donations and a grant from the Latrobe Fund. Marilyn Gillham asked for Nicole Jordan's opinion as an archeologist, if taking rubbings from headstones is detrimental? Nicole deferred to Mike Roberts and Kimm Richwine. Mike wants to encourage interest in cemeteries. Arguments can be made for both sides opposed to and in favor of headstone rubbings. Kimm shared that rubbings in a controlled environment can foster interest.

NEXT MEETING

August 23, 2023 3:00 P.M. – 2850 Fairlane Ct. Building C, Technical Advisory Committee (TAC) Room. This meeting will be live-streamed.

ADJOURNED AT 4:48 P.M.