



County of El Dorado

Cemetery Advisory Committee

Committee Members:

Creighton Avila, Deputy CAO, Cemetery Director
Julianne Melchor, Cemetery Director Alternate
Melinda Peak, District I
Mary Tran, District II
Mike Roberts, District III
Frank Clark, District IV
Joan Wicklund, District V

Brian Veerkamp, Board of Supervisors
Kathy Witherow, BOS Alternate
Sgt. Troy Morton, Coroner's Office
Vacant, Archeological Representative
Ramona Tripp-Verbeck, Native American Cemeteries
Jeffrey A. Schmidt, Fraternal Organizations, Chair

CEMETERY ADVISORY COMMITTEE MINUTES October 24, 2018

1. The meeting was called to order by 1st Vice Chairman Mike Roberts at 3:02 p.m. Committee members present: Julianne Melchor, Melinda Peak, Mary Tran, Mike Roberts, Frank Clark, Ramona Tripp-Verbeck, Kathy Witherow, Sgt. Troy Morton. Guests: Charlane Gross and Nichole Jordan Davis. County Staff: Julie Hart. The agenda was adopted.
2. The minutes of September 26, 2018 were approved as written.
3. Introductions and Announcements: Julie Hart was introduced.
4. Staff Reports:
 - (a) Summary of burials: Julianne distributed a summary of burials for 2018 to date.
 - (b) Adopt-a-Cemetery-Project: Several plots have been sold at Smith Flat Cemetery recently. Some plot owners are interested in making a substantial donation to improve the path. The Board of Supervisors Office is holding Brown Act Training sessions for all committee/commission members. Julianne sent an email out to CAC members with the dates of the meetings. It was noted that Frank Clark was attending the meeting being held at the same time as this meeting.
 - (c) Update on development near St. Michael's Cemetery: Julianne has received no information from Principal Planner Michael Nihan.
5. Discussion Items:
 - (a) Report from Ad Hoc Subcommittee on Cemetery Ordinance and Management Plan: The committee discussed proposed changes to the Cemetery Ordinance, and will review changes to the Management Plan next.
 - (b) Report from Ad Hoc Subcommittee on Cemetery Setback Language in Building Codes: Discussed inviting someone from the Planning staff to review proposed changes, especially those related to including setbacks in the Building Code instead of the Ordinance. Mary Tran is working with Anne Novotny, Deputy Director of the Planning and Building Department. John Hidahl suggested the CAC invite Tiffany Schmid, Director of the Planning and Building Department, to speak about her plans. It was suggested to start with Anne Novotny.
 - (c) Increase to the number of committee members to include multiple people interested in participating: Discussed requesting that the number of members of the Cemetery Advisory Committee (CAC) be increased, especially because of the number of cemeteries in El Dorado County. This would allow interested volunteers to participate as committee

members rather than guests. The Resolution forming the CAC was approved by the Board of Supervisors in 2002.

- (d) Update on interpretative trail project at the Marshall Gold Discovery State Park: Barry Smith, Park Superintendent, has received a grant for improvements to a trail at the park and offered to provide an overview of their thoughts and plans at the next meeting. Mike Roberts will invite them.

6. Old Business

- (a) El Dorado: The issue regarding the locked gate was discussed. Kathy Witherow will follow up with Facilities.
- (b) Planter's House Cemetery access: Julianne Melchor needs to send a letter to the owner of record. Mike Roberts suggested that tasks like this could be delegated to the committee.
- (c) Exchange of information with the NCIC: Nothing to report.

7. Action Items

- (a) Merging Ad Hoc Committees: Discussed combining the two Ad Hoc subcommittees into one committee.
- (b) Increase to the number of committee members to include multiple people interested in participating: Kathy Witherow will follow up regarding getting two interested archeologists appointed. Notice of vacancies has to be posted.

8. Representative Reports (in order listed above, starting with District I)

- i. District I: Melinda Peak will revisit Mormon Island Cemetery to check on water issues.
- ii. District II: Mary Tran had nothing to report. Mary volunteered to convene the Ad Hoc subcommittee.
- iii. District III: Mike Roberts; see attached report.
- iv. District IV: Frank Clark attended the Brown Act Workshop and said it was well done.
- v. District V: Joan Wicklund, absent.
- vi. Board of Supervisors: Kathy Witherow, BOS Alternate, had nothing to report.
- vii. Coroner's Office: Sgt. Troy Morton had nothing to report.
- viii. Ramona Tripp-Verbeck will place flags at cemeteries in honor of Veteran's Day.

9. Public Comment (limited to 5 minutes each): No members of the public provided comments.

- 10. The meeting adjourned at 4:09 p.m. The next meeting will be November 28, 2018 at 3:00 p.m. at the Placerville Library Meeting Room.

Respectfully, Julie Hart, Administrative Technician

Committee Staff:

Museum Administrator, Mary Cory
Office of County Counsel, Roger Runkle
Community Development Services, Operations Unit, Sherrie Busby, Administrative Services Officer
Community Development Services, Operations Unit, Julianne Melchor, Department Analyst
Community Development Services, Operations Unit, Julie Hart, Administrative Technician