



# County of El Dorado Cemetery Advisory Committee

## **Committee Members:**

Creighton Avila, Deputy CAO, Cemetery Director  
Julianne Melchor, Cemetery Director Alternate  
Melinda Peak, District I, Second Vice Chair  
Mary Tran, District II, First Vice Chair  
Mike Roberts, District III, Chair  
Frank Clark, District IV  
Vacant, District V

John Hidahl, Board of Supervisors  
Kathy Witherow, BOS Alternate  
Sgt. Eric Palmberg, Coroner's Office  
Charlane Gross, Archeological Representative  
Ramona Tripp-Verbeck, Native American Cemeteries  
Mark McCusker, Fraternal Organizations

## **MINUTES September 25, 2019**

- 1) The meeting was called to order by First Vice Chair Mary Tran at 3:11 p.m.  
  
Committee members present: Creighton Avila, Julianne Melchor (alternate), Mike Roberts, Mary Tran, Frank Clark, Ramona Tripp-Verbeck, and Mark McCusker.  
  
Staff present: Roger Runkle, and Julie Hart.  
  
The agenda was adopted, with a motion by Frank Clark and a second by Mark McCusker.
- 2) The minutes from August 28, 2019, were approved with a motion by Mike Roberts and a second by Mary Tran and Frank Clark.
- 3) Introductions and announcements
  - a. Charlane Gross was appointed as the Archeological Representative at the Board of Supervisors (BOS) meeting on September 24, 2019.
  - b. Mike Roberts announced a walking tour with the American River Conservancy and Save the Graves Preview at the Placerville Union Cemetery, September 28, 2019 at 9:30 a.m.
  - c. Save the Graves Event at the Placerville Union Cemetery, October 25, 2019 (special invitation), and October 26, 2019 (general public), 10:00 a.m. – 2:00 p.m.
- 4) Staff reports:
  - a. A fee schedule update is on the BOS agenda for October 22, 2019. The update is mostly to clarify information and fix some small items, but two new items were included: a marker deposit of \$500.00 to be collected at the time of interment (\$450.00 will be refunded if a marker is installed within one year of an interment); and a fee for cremation plots for all cemeteries (a cremation plot fee has been on the Georgetown ZOB for some time). Staff will review all cemetery fees in 2020; Mike Roberts requested that the fee discussion include raising the cost of plots to cover mowing and upkeep of cemeteries.
- 5) Discussion and action items:
  - a. Field trip to Kilgore Cemetery: this item will be continued to next month as Melinda Peak is not present to provide information.
  - b. Formation of database sub-committee: Julianne Melchor is working with IT to develop a SQL database; information in the current Access database will be transferred to the SQL

database. The SQL database is scheduled for testing in January, with a February go-live date. The development plans include posting interment information on the Cemeteries webpage, as well as sharing the database information with the Museum and allowing Museum volunteers and staff to enter data related to cemeteries not currently managed by the County.

6) Old Business:

- b. Proposed resolution for committee restructuring: (progress on this item has not changed from prior discussion). Proposed changes include not requiring a District representative to live in the District the member represents and adding a Veteran as well as a member-at-large (to keep the membership at an odd number).
- a. Exchange of information with the NCIC: (progress on this item has not changed from prior discussion). We have learned that the NCIC needs GIS information for cemeteries, and EDC does not have this information; it would be costly in terms of staff time to update the cemetery locations with GIS information and this cost was not budgeted.

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

District II, Mary Tran, reported she did not visit the cemeteries this past month.

District III, Mike Roberts, reported that the Save the Graves Committee is selling ads for the program guide for the fundraiser.

Fraternal Organizations, Mike McCusker noted that ancestry.com and findagrave.com are good resources for research. He indicated he is recruiting volunteers for the Save the Graves event from within the Masons and is also working with other fraternal organizations to increase involvement with volunteer work in EDC cemeteries.

Other representatives either weren't present or had no report.

8) Public comment (limited to 5 minutes each):

Bob Villalobos, Kelsey Cemetery Board of Trustees, stated that the Board is working with LAFCO to place a measure for the Kelsey special district on the March ballot; this measure will include an increase in the parcel tax to \$8.00 per year with a 10-year sunset clause.

Mary Tran and Mike Roberts spoke about the proposed ZOB ballot measure and requested this be a standing item on future agendas through the election; they also requested that Creighton Avila provide an update at the next meeting.

9) Next meeting: October 23, 2019 (agenda items due two weeks before meeting).

10) Adjournment: Mark McCusker made a motion to adjourn the meeting; the motion was seconded by Frank Clark. The meeting was adjourned at 3:47 p.m.

Staff: Mary Cory, Administrator, El Dorado County Museum  
Roger Runkle, Office of County Counsel  
Sherrie Busby, Administrative Services Officer, CAO Office, Airports and Cemeteries Division  
Julie Hart, Administrative Technician, CAO Office, Airports and Cemeteries Division

*Copies of attachments will be available at the meeting. Advance copies may be obtained by calling Julianne Melchor at (530) 621-5910. In compliance with the Americans with Disabilities Act, if you are a disabled person and need a disability-related modification or accommodation to participate in the meeting, please contact Julianne Melchor at (530) 621-5910. Requests must be made as early as possible, and at least one full business day before the start of the meeting.*