



# 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 December 18, 2019**

- 1) The meeting was called to order by Chair Mike Roberts at 3:05 p.m.
  - a. Committee members present: Julianne Melchor, Melinda Peak, Mary Tran, Mike Roberts, John Hidahl, Charlane Gross, Ramona Tripp-Verbeck, Mark McCusker.
  - b. Staff present: Julie Hart.
  - c. The agenda was adopted, with a motion by Melinda Peak and a second by Mary Tran.
- 2) The minutes from November 20, 2019, were approved, with changes, with a motion by Melinda Peak and a second by Mary Tran; the changes include:
  - a. Item 7g should be March 2020 ballot related to increasing the parcel assessment for the Kelsey Cemetery District and remove the language "related to forming a Kelsey Zone of Benefit."
  - b. Item 8a the name of Marilyn Ferguson is incorrect; the correct name is Marilyn Gillum.
- 3) Introductions and announcements: Sally Holcombe and Ellen Osborne from The Daughters of the American Revolution (DAR).
- 4) Staff reports:
  - a. CAC schedule of meetings for 2020: The meeting schedule for 2020 was distributed. All meetings for 2020 will be held in the EDC Conference Room D (formerly the OES Conference Room), Building A, lower level, 330 Fair Lane in Placerville.
  - b. Distribute list of County-operated cemeteries and revised fee schedule: Julianne Melchor distributed the updated list of County-operated cemeteries. Discussion included the CAC visiting all the cemeteries; the cemeteries that have had GPR (Ground Penetrating Radar) surveys done include Diamond Springs, El Dorado, Fariplay, Bryant, Georgetown Pioneer, Pilot Hill, Smith Flat, and Middletown. The County is not allowing burials in cemeteries that have not had GPR surveys unless there is a cemetery map or lists of interments. Mormon Island Cemetery is mapped; however, GPR has not been done there. Several members thought that GPR had been done at St. Michael's Cemetery; Julianne will check and update members at the next meeting; the recent history of St. Michael's and events related to the nearby housing development was discussed.
  - c. Cemetery budget – Creighton Avila: This item was removed from the agenda and will be addressed at the January CAC meeting.

5) Discussion and action items:

- a. Field trip to Kilgore Cemetery: Mike Roberts related some background information on Kilgore Cemetery. Rancho Cordova was incorporated as a city approximately 15 – 20 years ago. The City inherited the cemetery and has spent over one million dollars to refurbish it. The Director of Public Works will give a tour to CAC members and others interested in attending on Monday, January 27, 2020, at 10 a.m.
- b. Update from DAR on the Al Tahoe Cemetery: Sally Holcombe stated that the Al Tahoe Cemetery Historic Guild members include DAR, Kiwanis, and the City of South Lake Tahoe. The Guild obtained a \$3,000.00 grant, which will be matched by the City, to do a GPR survey. The City has recently acknowledged responsibility for the cemetery as a result of the research and other efforts by the DAR. Information documented by the DAR include: 36 known burials, which the DAR is researching through genealogy sources; the cemetery was titled as a cemetery in 1942 and it is owned by the City of South Lake Tahoe; the DAR has marked 80 locations within the cemetery with stakes; one of the notables buried in the cemetery is Thomas Rowland, State Assemblyman, who died in 1889 while in office; his grave is probably under the road. Mike Roberts recommended that Sally contact and visit the Comstock Foundation in Virginia City to see their cemetery operation; the foundation was formed 30 years ago.
- c. CAC goals: Mike Roberts requested that CAC members send their goals for the CAC to staff for discussion at the January meeting. Mike has specific goals for cemeteries inside and outside of his district. Charlane Gross is in favor of establishing a database for the website and for the CAC to use; Julianne Melchor mentioned that the County has a database and she is working with the IT Department to develop a Sequel database, which will have options for community members to view information and for selected volunteers to add information. Further discussion on goals included having interment lists posted at cemeteries; writing the Mountain Democrat to solicit information from families on burials in local cemeteries; getting maps at the Surveyor's office updated; placing section/row markers in all cemeteries; adding links to the County's cemetery website; and CAC members getting groups to help with restoration projects. Committee members also requested that staff arrange a couple of workshops in 2020: one to be led by Roger Runkle on the County Ordinance and state cemetery regulations, and another on green burials (possibly led by Ed Bixby).

6) Old Business:

- a. Field trip to Kilgore Cemetery: This item was addressed in 5a.
- b. Proposed resolution for committee restructuring: Julianne Melchor will work on the resolution to get it on the Board of Supervisors agenda as soon as possible. Discussion of the resolution included refining the vision of the CAC and adopting by-laws. Lori Parlin volunteered to send several examples of advisory committee by-laws to staff for distribution to committee members.
- c. Exchange of information with the NCIC: Discussion included the lack of access to GIS information needed to locate cemeteries; the need for SHP files and lack of staff and budget to complete the task; John Hidahl suggested the Surveyor's Office should invite an intern to complete the work needed to provide SHP information for maps; a suggestion was made to request that Phil Mosbacher, County Surveyor, be invited to attend a CAC meeting to discuss the topic.

- 7) Representative Reports:
  - a. District I, Melinda Peak: The Green Valley widening project in El Dorado County is now completed; she will visit the Mormon Island Cemetery soon.
  - b. District II, Mary Tran: No report.
  - c. District III, Mike Roberts: There are branches down in Placerville Union Cemetery; Julianne indicated that Mike could move them.
  - d. District IV, Frank Clark: Not present.
  - e. District V, Vacant: No report.
  - f. Coroner's Office, Sgt. Palmberg: Not present.
  - g. Archeological Representative, Charlane Gross: No report.
  - h. Native American Representative, Ramona Tripp-Verbeck: No report.
  - i. Fraternal Organizations, Mark McCusker: No report.
  
- 8) Public Comment
  - a. Discussion by CAC members and staff included the retail space on Missouri Flat (former K-Mart shopping center which will be a Target store) and keeping an eye on the Missouri Flat Cemetery; the developer, Leonard Grado, who is the owner of the cemetery, took out a grading permit to keep the project permit in current status; plans are still being developed and approval of construction is not imminent.
  - b. Mike Roberts reminded the committee that the District V seat is vacant and recommended that Sally Holcombe consider applying for the position. Julianne will email CAC membership information to Sally.
  
- 9) Next meeting: January 22, 2020. Agenda items are due two weeks before the meeting.
  
- 10) Adjournment: Mike Roberts made a motion to adjourn the meeting and the motion was seconded by Mark McCusker. The meeting was adjourned at 4:32 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  
Julianne Melchor, Administrative Analyst, 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.*