



County of El Dorado

Cemetery Advisory Committee

Committee Members:

Melinda Peak, District I, Vice Chair
Larry Robinson, District II
Mike Roberts, District III, Chair
Frank Clark, District IV
Vacant, District V

Charlane Gross, Archeological Representative
Mark McCusker, Fraternal Organizations Representative
Ramona Tripp-Verbeck, Native American Cemeteries Representative

Lori Parlin, Board of Supervisors
Shelley Wiley, Board of Supervisors Alternate
Sheriff John D'Agostini, Coroner's Office
Sgt. Steven Schofield, Coroner's Office Alternate
Christopher Perry, Cemetery Director
Julianne Melchor, Cemetery Director Alternate

MINUTES February 24, 2021

- 1) The meeting was called to order by Chair Mike Roberts at 3:06 p.m. Mike Roberts and Julianne Melchor provided introductory instructions for the meeting held via Zoom.
 - a. Committee members present: Frank Clark, Mark McCusker, Lori Parlin, Melinda Peak, Chris Perry, Larry Robinson, Mike Roberts, Sgt. Steven Schofield.
 - b. Staff present: Mary Cory, Julianne Melchor, Roger Runkle, and Shelley Willey.
 - c. Gary Smythe,
 - d. The agenda was adopted, with a motion by Frank Clark and a second by Melinda Peak.
- 2) The minutes from January 22, 2020, were approved with a motion by Frank Clark and a second by Melinda Peak.
- 3) Introductions and announcements: Chris Perry, Assistant Director of Planning and Building Department. Shelly Wiley, assistant to Supervisor Lori Parlin. Larry Robinson, District II representative. Sgt. Steven Schofield, Coroner's Office.
- 4) Staff reports (from Julianne unless otherwise noted):
 - a. Organizational and staff changes: Julie Hart retired from the County and is not going to be replaced. Creighton Avila is no longer with the County; Chris Perry has replaced Creighton as the Cemetery Director. Supervisor Lori Parlin has been appointed as the Board of Supervisors appointee to the CAC, Shelly Wiley, Lori's assistant is participating today on Lori's behalf as Lori cannot join today's meeting. Larry Robinson is the new District II representative, appointed by Supervisor Turnboo. Sgt. Steven Schofield, Coroner's Office, has replaced Sgt. Eric Palmberg.
 - b. Julianne shared items in advance of this meeting: a list of County-managed cemeteries (note that three cemeteries on the map are no longer included in the list of County-managed cemeteries: Bryant, Uniontown, and Grizzly Flat); the current budget and actuals report from FENIX (the County's fiscal management system).
 - c. The CAC webpage has been updated with CAC reports to the Board since the formation of the committee, as well as past agendas/minutes.
 - d. Whispering Pines project update: Mike spoke with the project manager; although the Whispering Pines project is not moving forward yet, the organization has opened a site in Placer County (while the EDC project was going through the permit process). Per the project manager, they are required to hold a town meeting to provide an overview of the EDC project, and they plan to schedule the meeting once COVID-19 restrictions on meetings have eased. Their two-year permit may qualify for an extension of the deadline due to COVID.

- e. Better Place Memorial Forest update: this project was approved by the Planning Commission in December (it did not require Board approval).
- f. New SQL application to replace the current Microsoft Access Database project: the project has stagnated due to other priorities within the IT Department. Julianne will contact IT to get this project moving forward, if possible.
- g. Adopt-A-Cemetery-Project Program: Bayside Church has requested to include projects at the Mormon Island Cemetery, including clean-up, replacement of the pedestals and plaques identifying the individual cemetery groups, repairs and improvements at the walk-through gate, painting the kiosk. The work to be performed will be approved by the County.
- h. Julianne shared the burial counts for 2020 and 2021-to-date.
- i. Associated comments from Mike: the County is stepping back from providing maintenance or extending services at cemeteries it does not own as the expenditure of public funds to support private interests is considered a gift of public funds and is prohibited by California regulations. Most other counties in California have formed cemetery districts to manage public cemeteries. This did not occur in El Dorado County, with the exception of the Kelsey and Happy Homestead Cemeteries (in Kelsey and South Lake Tahoe); instead, funding for cemeteries is from the General Fund and fees collected for plot sales and internments. Georgetown has a Zone of Benefit, which was established in lieu of a cemetery district, and functions somewhat similarly to a cemetery district, but with differences (an advisory committee instead of a board of trustees; direct responsibility for the Zone lies with the County and not the advisory committee). The County is reducing its maintenance efforts at cemeteries to only cemeteries that are owned by the County. Roger Runkle described the reasoning for the County providing maintenance only for those cemeteries it owns.

5) Discussion and action items:

- a. Elect committee officers (nominate candidates for Chair, 1st Vice Chair, 2nd Vice Chair, Secretary; vote on nominations):
 - Chair: Mike was nominated by Frank and seconded by Mark; by a unanimous vote, Mike was reelected to his current position.
 - First Vice Chair, Frank nominated Melinda and Mike seconded the nomination; by a unanimous vote, Melinda was elected to this position.
 - Second Vice Chair, Melinda nominated Mark for Second Vice Chair and Frank seconded the nomination; by a unanimous vote, Mark was elected to the position of Second Vice Chair.
 - Secretary: this position remains vacant, however, Nichole Jordan volunteered to keep minutes.
- b. Review formation resolution and discuss progress of various mandates (Mike Roberts): The CAC was formed in 2002 and the mission statement hasn't been revisited. Bylaws are currently being drafted by Mike, to present at the next meeting along with suggested changes to the resolution. Chris Perry suggested the CAC focus on clauses G and H, relative to the bylaws.
- c. Receive update on proposed ballot measure for 2022 election (Roger Runkle): County Counsel will handle anything needed for the ballot measure and will request assistance from staff, if needed. However, subsequent to the board's decision to schedule the ballot measure for 2022, two new board members were elected and two other tax measures have failed; it is possible that the Board may reverse its decision to move forward with the ballot measure.
- d. Receive update on status of complaint about Cold Springs Cemetery (Roger Runkle/Lori Parlin): Complaints were received by the County regarding maintenance needed at the Cold Springs Cemetery, which the County does not own. The Board will provide direction on how to address this complaint in the next few weeks. Lori suggested that the local community be engaged to volunteer to maintain the Cold Springs Cemetery.
- e. Receive update on exchange of information with the NCIC (Melinda Peak): Melinda will send the County's partial information to the NCIC.
- f. Discuss cemetery inspection reports and tours (Mike Roberts): Mike will create an inspection form and meeting invitations to visit cemeteries in 2021.

- 6) Old Business: None discussed.
- 7) Public Comment
 - a. Greg Smythe, who owns property adjacent to the Whispering Pines proposed development expressed concern about traffic, homeless encampments, and other issues related to the proposed Whispering Pines development. Mike offered to make himself available outside of this meeting to discuss the project's potential to impact the associated neighborhood.
- 8) Representative Reports:
 - a. District I, Melinda Peak: Visited Mormon Island, problem with holes in the ground of unknown cause. Mike will reach out to the American River Conservancy to see if their volunteer hydrologist will investigate the holes in coordination with the CAC.
 - b. District II, Mary Tran: No report, member not present.
 - c. District III, Mike Roberts:
 - Matt Lishman, City of Placerville Recreation Department Superintendent, was contacted by members of the pioneer Rupley family who wanted to visit the family plot, which is located on private property beneath the Apple Café, to install an EDCPCC "felony" sign someone had in their garage for a decade or two. Mike coordinated with the property owner to visit the location; they installed the sign. Mike encouraged them to add a "Rupley Cemetery" sign and supplied material for a sign.
 - Encouraged videographer and taphophile Marilyn Gillham to continue uncovering fallen markers. She pokes obvious plot locations and finds markers, some buried for years, and cleans them off.
 - Mike removed a downed tree at the Bryant Cemetery with Marilyn Gillham's help. Mike has photos of historic markers that were damaged.
 - Mike visited the Indian Diggins and Fairplay Cemeteries with pioneer descendant Martin Hughes, from Texas, to visit family plots. Martin subsequently purchased headstones for his family's unmarked graves from Ruhkala Monuments and paid for their installation.
 - d. District IV, Frank Clark: The U.S. flag is still flying at the Greenwood cemetery.
 - e. District V, Vacant: No report.
 - f. Coroner's Office, Sgt. Palmberg: No report.
 - g. Archeological Representative, Charlane Gross: No report, member not present.
 - h. Native American Representative, Ramona Tripp-Verbeck: No report, member not present.
 - i. Fraternal Organizations, Mark McCusker: No report.
 - j. Supervisor Lori Parlin: Lori suggested that the CAC look into getting funding through the TOT (hotel tax) to market the County's cemeteries in association with hotel tourism and/or visits to the County's cemeteries webpage on the County website. Mike requested to carry this topic as a standing meeting agenda item, as this is one of the highest priorities and it is a directive on the formation resolution.
- 9) Next meeting: March 24, 2021, via Zoom. 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 Frank Clark. The meeting was adjourned at 5:01 p.m.

Staff: Mary Cory, Administrator, El Dorado County Museum
Roger Runkle, Office of County Counsel
Sherrie Busby, Administrative Services Officer, Planning and Building Dept., Airports and Cemeteries Divisions
Julianne Melchor, Administrative Analyst, Planning and Building Dept., Airports and Cemeteries Divisions