



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

Vacant, Archeological Representative

Vacant, 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. Steve Schofield, Coroner's Office Alternate

Christopher Perry, Cemetery Director

Julianne Melchor, Cemetery Director Alternate

MINUTES

July 28, 2021

- 1) The meeting was called to order by Chair Mike Roberts at 3:05 p.m. The meeting was held via Zoom and was recorded. The agenda was adopted, with a motion by Melinda Peak and a second by Frank Clark.
 - a. Committee members present: Melinda Peak, Mike Roberts, Frank Clark, Sgt. Steve Schoenfeld, Chris Perry, Sup. Lori Parlin.
 - b. Committee members absent: Larry Robinson, Ramona Tripp-Verbeck
 - c. Staff present: Mary Cory, Julianne Melchor, Sherrie Busby, Jessica Dillon.
 - d. Guests: Bob Villalabos, Ellen Osborne, Nicole Jordan.
- 2) The minutes from February 24, 2021, March 31, 2021, and May 12, 2021 were adopted with a motion by Frank Clark and a second by Melinda Peak. The motion was approved unanimously.
- 3) Introductions and announcements: Members expressed the wish to move forward with Nicole Jordan's appointment as the archeological representative. Julianne will ask Kim Dawson to place the item on the Board agenda.
- 4) Staff reports: Julianne has already handled 3-4 more burials than all of last year. Chris Perry reported that an agreement has been signed to evaluate fees for the whole department, as well as the Surveyors Office. Cemetery fees will be included in that fee study. The fee study should be completed by fall; Chris hopes to go to the Board with an updated fee schedule in November or December.
- 5) Discussion and action items:
 - a. Changing the meeting time: District 2 representative cannot participate unless the meeting time is changed to an evening meeting. Half of the usual participants are County employees (and a supervisorial representative), which has significant impacts on employee time and potentially costs charged to Cemeteries. Most committee representatives have adjustable schedules which allow them to meet during the day. The general consensus was to keep the current meeting time.
 - b. Buried History (formerly Save the Graves) update: The event is scheduled for October 15 and 16, with the same format as the 2019 event. \$4,000 will be donated to improvements at PU, to be used on railings, section signs and pothole repair. Permits are close to being approved. A DAR plaque (mounted on a granite rock) will be dedicated at the VIP event on Friday evening.
 - c. Next installment of cemetery outings: No update this month, target the Frenchtown Cemetery. Mike suggested keeping this item on the agenda.
 - d. Appoint NCIC information subcommittee: Nicole Jordan, Melinda Peak volunteered to serve,

Sup. Parlin made a motion to appoint them, the motion was seconded by Melinda. It was approved unanimously.

- e. Social media presence: A suggestion was made to make the Cemetery webpage more “tourism” friendly and to find a volunteer who can move this effort forward.
 - f. Annual report to the Board of Supervisors –review and approve draft report: Mike will develop a summary of recent accomplishments, targeted at areas of responsibility in the formation resolution and will distribute it to committee members (Melinda volunteered to edit it).
 - g. By-laws, review and approve: Mike requested that committee members review the draft by-laws (revised by Mary Cory) to be prepared to approve them at the next meeting. Mary Cory suggested members provide feedback to Julianne prior to the next meeting.
- 6) Old Business:
- a. Providing information to the NCIC: No update.
 - b. Cemetery inspections: discussed above.
 - c. Cold Springs Cemetery complaint: no update.
 - d. Simplified budget overview and actuals: no update.
- 7) Representative Reports: District 3, Mike Roberts: vandalism at Placerville Union. The Paint Spot has anti-graffiti wipes for \$1. Masonic emblem has been stolen from Bob West’s crypt. District 4, Frank Clark: Frank is referring questions about burial at Greenwood to Cemetery Administration. Sup. Parlin discussed database options with her husband (an IT professional). Sgt. Steve Schofield suggested observers send him an email when problems occur; he can ask deputies to do extra patrols. Chris Perry will be presenting the Cemetery work plan to the Board at the August 31st meeting.
- 8) Public comment (limited to five minutes each): Bob Villalabos suggested appointing a member at large to make the committee an uneven number, once a veteran is added to the membership. Mike suggested adding a commercial membership.
- 9) Next meeting: August 25, 2021, via Zoom. Agenda items are due two weeks before the meeting.
- 10) Adjournment: The meeting was adjourned at 4:30 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
Jessica Dillon, Planning and Building Dept., Assistant to Chris Perry