



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

Nichole Jordan, 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. Steven Schofield, Coroner's Office Alternate

Christopher Perry, Cemetery Director

Julianne Melchor, Cemetery Director Alternate

MINUTES March 30, 2022

- 1) The meeting was called to order by Chair Mike Roberts at 3:05 p.m. The agenda was adopted, with a motion by Frank and a second by Melinda. Passed unanimously.
 - a. Committee members present: Melinda Peak, Mike Roberts, Frank Clark, Chris Perry, Lori Parlin, Shelley Wiley, Steven Schofield.
 - b. Committee members absent: Larry Robinson, Ramona Tripp-Verbeck, Nichole Jordan
 - c. Staff present: Mary Cory, Julianne Melchor, Sherrie Busby, Roger Runkle
 - d. Guests: Rob Peters, Deputy Director Planning and Building
- 2) The minutes from July 28, 2021, September 22, 2021, November 3, 2021 and January 26, 2022 were adopted with a motion by Melinda Peak and a second by Frank Clark.
- 3) Introductions and announcements: Rob Peters, Deputy Director Planning and Building
- 4) Staff reports: Julianne introduced Merrie Trujillo, who is filling the newly allocated position for the Cemeteries Division, granted by the Board after approving the Cemeteries Work Plan.
- 5) Discussion and action items:
 - a. Discussion and Approval of the meeting format (virtual) for the March 30, 2022 meeting of the Cemetery Advisory Committee: The committee recommends, as a result of ongoing concerns related to COVID-19, to approve the following teleconference finding pursuant to Government Code subsection 54953(e)(3) in order to allow for the continued use of virtual committee meetings as authorized under Assembly Bill 361. Pursuant to Government Code subsections 54953(e)(3)(A) and (e)(3)(B)(ii), the committee has reconsidered the circumstances of the state of emergency resulting from COVID-19 and the El Dorado County Public Health Officer continues to recommend measures to promote social distancing, as documented in the September 30, 2021 "Public Health Officer's Recommendations for Safe Board and Commission Meetings During COVID-19 Pandemic." Melinda made a motion to approve these findings; Nicole seconded the motion. The motion was approved unanimously.
 - b. Approve proposed bylaws: Bylaws were approved with changes discussed today. Motion to approve by Mike Roberts and a second by Frank Clark. The motion was approved unanimously.
 - c. Review proposed Dorado Oaks development; approve suggestions for permit conditions related to the Diamond Springs Cemetery. No additional conditions were suggested.

- d. Buried History update on Save the Graves event: Memorial Day event was cancelled due to the sensitivity of portraying those killed in action; group is moving forward with a Fall event.
 - e. NCIC subcommittee update: Julianne will work with Nicole and GIS on next steps; GIS data was linked with the locations for 120+ cemeteries and burial sites. Melinda described some of the actions of the NCIC when inquiries are made by developers.
 - f. Memorial Day Plans: Mike shared that it is traditional to visit cemeteries on Memorial Day.
 - g. St. Michael's Cemetery: Melinda would like CAC to be included in loop on proposed projects. Discussion ensued related to who monitors projects in e-TrackIt, and how is notification received? Rob Peters shared that the TAC notifies CAC for possible cemetery impact of proposed projects. The county has discretion to approve, deny or have additional resource study completed for Discretionary Projects. Conditional projects requires higher bar set, application goes to Sacramento.
 - h. Pioneer Memorial Parks: Mike shared that legislation to turn cemeteries into Pioneer Parks is a concern.
- 6) Old Business:
- a. Cold Springs Cemetery: County request for litigation guarantee in preparation for the quiet title process has been cleared and is ready to move forward.
 - b. Proposed workshop with Supervisor Turnboo and Larry Robinson.
 - c. Database project: Julianne shared that staff is researching different companies; an OpusXenta presentation scheduled for next week. Discussing which is preferred, outside vendor vs. in-house.
 - d. Ordinance Updates: Cemetery ordinance needs to be update to remove items that are no longer required in state law. The appropriate location for setback language is in the Zoning ordinance. Rob shared that the cultural resource and long range planning matrix will be updated soon.
 - e. District 2 and 5 representative
 - f. Annual report: Brief report created by CAC, County staff creates in Legistar and answers questions.
- 7) Representative Reports: Mike visited a private property, found three graves, may be Weberville, Melinda shared information from Sue Silver about new "Darling Ridge" cemetery. Frank reported that he worked with Growlersburg crew at Greenwood and Spanish Dry Diggings to get downed trees and branches cleaned up, and some headstones back into place. Julianne shared that a large headstone at El Dorado Cemetery will need repair following tree damage. Sup. Parlin and Mary created a template for a cemetery tourism brochure. Chris shared that staff will ask for direction on the ballot measure at a Board meeting in May; the fee schedule study is still being developed.
- 8) Public comment (limited to five minutes each): no comments.
- 9) Next meeting: April 27, 2022. Agenda items are due two weeks before the meeting.
- 10) Adjournment: Melinda made a motion to adjourn; Frank seconded the motion. The meeting was adjourned at 4:38 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