



# County of El Dorado

See below for meeting location.

## Minutes - Final Cemetery Advisory Committee

*Mike Roberts, District III, Chair*  
*Melinda Peak, District I, Vice Chair*  
*Frank Clark, District IV*  
*Nicole Jordan, Archeological Representative*  
*Kimm Richwine, Fraternal Organizations Representative*  
*Ramona Tripp-Verbeck, Native American Cemeteries Rep.*  
*Lori Parlin, Board of Supervisors*  
*Shelley Wiley, Board of Supervisors Alternate*  
*Sheriff Jeff Leikauf, Coroner's Office*  
*Sgt. Steven Schofield, Coroner's Office Alternate*  
*Christopher Perry, Cemetery Director*  
*Julianne Melchor, Cemetery Director Alternate*  
*Vacant, District II*  
*Vacant, District V*

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Wednesday, February 22, 2023

3:00 PM

<https://edcgov-us.zoom.us/j/89621221009>

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330 Fair Lane, Building A, Conference Room D and Live-Streamed

**PUBLIC PARTICIPATION INSTRUCTIONS:** The Committee meeting room will be open to the public. The meeting will continue to be live-streamed via Zoom.

Members of the public may address the Committee in-person or via Zoom to make a public comment. The public should call into 530-621-7603 or 530-621-7610. The Meeting ID is 896 2122 1009. Please note you will not be able to join the live-stream until the posted meeting start time.

To observe the live stream of the Committee meeting go to <https://edcgov-us.zoom.us/j/89621221009>.

If you are joining the meeting via zoom and wish to make a comment on an item, press the "raise hand" button. If you are joining the meeting by phone, press \*9 to indicate a desire to make a comment. Speakers will be limited to 5 minutes.

By participating in this meeting, you acknowledge that you are being recorded.

If you choose not to observe the Committee meeting but wish to make a comment on a specific agenda item, please submit your comment in writing. You are encouraged to submit your comment in writing by 4:00 PM on the day before the meeting to ensure the Committee has adequate time to review. Please submit your comment to Merrie Trujillo at [merrie.trujillo@edcgov.us](mailto:merrie.trujillo@edcgov.us). Your comment will be placed into the record and forwarded to Committee members.

**PROTOCOLS FOR PUBLIC COMMENT**

Public comment will be received at designated periods as called by the Committee Chair.

Individuals will have five minutes to address the Committee. Except with the consent of the Committee, individuals shall be allowed to speak to an item only once.

Individual Committee members may ask clarifying questions but will not engage in substantive dialogue with persons providing input to the Committee.

If a person providing input to the Committee creates a disruption by refusing to follow Committee guidelines, the Committee Chair may take the following actions:

Step 1. Request the person adhere to Committee guidelines. If the person refuses, the Committee Chair may turn off the speaker's microphone.

Step 2. If the disruption continues, the Committee Chair may order a recess of the Committee meeting.

Step 3. If the disruption continues, the Committee Chair may order the removal of the person from the Committee meeting.

**3:07 P.M. CALLED TO ORDER AND ROLL CALL**

**Present:** 8 - Clark, Parlin, Perry, Peak, Roberts, Jordan, Schofield and Richwine

**Absent:** 1 - Tripp-Verbeck

**ADOPTION OF THE AGENDA AND APPROVAL OF CONSENT CALENDAR**

**A motion was made by Kimm Richwine, seconded by Frank Clark to approve the Consent Calendar, Adopt the Agenda for the 02/22/23 meeting and Approve the Minutes of the 01/25/23 meeting.**

**Yes:** 8 - Clark, Parlin, Perry, Peak, Roberts, Jordan, Schofield and Richwine

**Absent:** 1 - Tripp-Verbeck

The Committee may make any necessary additions (related to an emergency only), deletions or corrections to the agenda including moving items to or from the Consent Calendar and adopt the agenda and the Consent Calendar with one single vote. A Committee member may request an item be removed from the Consent Calendar for discussion and separate Committee action. At the appropriate time as called by the Committee Chair, members of the public may make a comment on matters on the Consent Calendar prior to Committee action.

**CONSENT CALENDAR**

- 1. **22-1768** Approve Agenda and Minutes: Staff recommending the committee approve the agenda for January 25, 2023 and approve the minutes from the September 28, 2022 meeting.

**END OF CONSENT CALENDAR**

**DISCUSSION ITEMS**

- 2. **22-1140** Staff Report  
  
Julianne reported on Save the Graves mixer held on 2/18/23. Non-profit status is pending IRS approval. Cold Springs quiet title has been filed. Placerville Union gates will remain open with Placerville police department to patrol when time permits. Growlersberg assisting at Placerville Union with clean up.

- 3. **23-0238** Cemetery Work Plan Update  
  
Cemetery Administration work plan will be removed from CAC section of website. Request to have work plan updated to include approximate costs associated with tasks. Budget hearing scheduled for 4/18/23.

- 4. **23-0239** CAC report to Board of Supervisors  
  
Mike to prepare CAC annual report for Board of Supervisors

- 5. **23-0382** CCUP20-0004 Green Gables Growers NOI, response from CAC?  
  
Senior Planner, Evan Mattes shared site plan for proposed Green Gables project. Motion made by Melinda Peak, seconded by Frank Clark to have CAC send correspondence to Planning department acknowledging project and there are no objections to project as currently presented.

**Yes:** 8 - Clark, Parlin, Perry, Peak, Roberts, Jordan, Schofield and Richwine

**Absent:** 1 - Tripp-Verbeck

**OLD BUSINESS**

- 6. **22-1520** Proposed workshop with Supervisor Turnboo and Larry Robinson  
  
Mike has reached out, but no response as of yet.

- 7. **22-2199** CAC Membership  
  
Kimm Richwine appointed as Fraternal Organization Representative. Notice of Vacancy posted for District II representative. Interested parties are encouraged to apply.

**8. 23-0183** Cemetery research conducted by university students

Sonoma State University would like to have potential projects identified according to priority. Motion made by Melinda Peak, seconded by Nicole Jordan to form ad hoc committee including Kimm Richwine, Julianne Melchor, Nicole Jordan and Melinda Peak.

**REPRESENTATIVE REPORTS**

(in order listed above, starting with District I)

Melinda Peak - Nothing to report, will identify trees at Mormon Island that may need trimming. Mike Roberts - Discussed STG mixer held on 2/18/23, would like to schedule informal clean-up day at Placerville Union, will be leading ARC cemetery tour on 4/29/23, suggest letter to Ramona inquiring if she would like to continue as representative. Frank Clark - Nothing to report, Lori Parlin - Shared STG and and tourism brochure ideas with BOS. Nicole Jordan - Nothing to report. Kimm Richwine - assisting with headstone cleaning at El Dorado cemetery with volunteer. Sgt. Schofield - Reported slight increase in indigent burials. County has contract with Green Valley mortuary for indigent cremation and storage services. Chris Perry - Nothing to report.

**OPEN FORUM**

Marilyn Gillham shared her work in Placerville Union updating plot locations and photos on Find A Grave website.

**NEXT MEETING**

March 22, 2023 3:00 P.M. – 330 Fair Lane Building A, Conference Room D, Placerville. This meeting will be live-streamed.

**ADJOURNED AT 3:50 P.M.**

Motion to adjourn made by Mike Roberts, seconded by Frank Clark.