



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C4

For the meeting of: October 24, 2017

Date: October 16, 2017

To: Board of Supervisors

From: Supervisor Rex Bohn

Subject: Reappointment of Petrolia Cemetery District Board Members Kelton Chambers, Teresa Jordan, Nick Mendes, Patty Mendes and Joe Zanone.

RECOMMENDATION(S): That the Board of Supervisors approve the reappointment of Kelton Chambers, Teresa Jordan, Nick Mendes, Patty Mendes and Joe Zanone to the Petrolia Cemetery District Board of Trustees for an additional 4 year term

SOURCE OF FUNDING: N/A

DISCUSSION: The Petrolia Cemetery District Board of Trustees is requesting the Board of Supervisor reappoint Kelton Chambers, Teresa Jordan, Nick Mendes, Patty Mendes and Joe Zanone to the Petrolia Cemetery District Board of Trustees for an additional four-year term. The new term expiration date is June 30, 2021. The Board of Supervisors is the appointing authority for the Petrolia Cemetery District Board pursuant to Board Action on September 26, 1955, Government Code Section 1780, Health and Safety Code Section 8950, and Resolution No. 69-90.

FINANCIAL IMPACT: N/A

OTHER AGENCY INVOLVEMENT: Petrolia Cemetery District.

ALTERNATIVES TO STAFF RECOMMENDATIONS: Board discretion.

ATTACHMENTS: Petrolia Cemetery District Letter dated 10/1/17, Board Minutes dated 8/31/17 and Updated Petrolia Cemetery District Roster.

Prepared by Tracy Damico

Signature

REVIEW:

Auditor _____ County Counsel _____ Personnel _____ Risk Manager _____ Other _____

TYPE OF ITEM:

☒ Consent
☐ Departmental
☐ Public Hearing
☐ Other _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *Wilson* Seconded by Supervisor *Sundberg*

Ayes *Sundberg, Bass, Bohn, Wilson*
Nays _____
Abstain _____
Absent *Fennell*

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *10/24/2017*

By: _____

Kathy Hayes, Clerk of the Board

CC: COB
RB

Petrolia Cemetery District
BO Box 62
Petrolia, CA 95558

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To: Humboldt County Board of Supervisors
Attn: Rex Bohn
825 5th Street
Eureka, CA 95501

October 1, 2017

Dear Supervisor Bohn,

All five of our current board members' terms have just expired. Please reappoint Teresa Jordan, Kelton Chambers, Patty Mendes, Nick Mendes and Joe Zanone to fulfill additional four year terms as trustees of the Petrolia Cemetery District. I have attached a copy of the minutes from our most recent board meeting, where the board agreed to reappoint these members.

Thank you and please contact me with any questions. In addition, thank you for your service to our community.



Deva Wheeler
Secretarty/Treasurer
Petrolia Cemetery District

707 629 3508
devawheeler@hotmail.com

Petrolia Cemetery District
Meeting Minutes
August 31, 2017, 7:00 PM, Mendes Home

Board Members Present: Nick Mendes, Patty Mendes, Kelton Chambers, Joe Zanone, Toad Cook

Other Present: Secretary, Deva Wheeler

1. **Call to Order: &:02**
2. **Minutes from the November 9, 2016 meeting were reviewed. Kelton moved, Toad seconded and all agreed to approve the minutes**
3. **Chair Report: NA**

Secretary Report: The following correspondence was presented to the board: Notice of auction of tax-defaulted properties; proposed LAFCo Budget for 2017/2018; Notice of Census of Governments Survey of Public Employment & Payroll (which Deva completed); CA Association of Public Cemeteries 2017 Price List Survey.

4. **Treasurers Report:** The financial report (in board packet) was reviewed. It was noted that accounts as reported are up to date and accurate. It was noted that the Fiscal Review was completed by CPA Keith Borges for the years ending June 30th 2015 and June 30th 2016. The review stated that it was found that no material changes need to be made to our financial statements.
5. **Maintenance Report:** Toad noted that she has picked up the new backhoe attachment. She also reported that the road to the Pioneer Cemetery was rocked with about 1 ft. or gravel.
6. **New Business:**
 - 6.1. **Budget:** The board reviewed a budget for the 2017/2018 fiscal year. **Joe moved, Kelton seconded and all agreed to approve the budget.**
 - 6.2 **Bylaws:** Deva reported that she has been trying to obtain a copy of the bylaws. She has spoken with the Auditor's office and the County Records office and has not yet found a copy.
 - 6.3 **Board Member Reappointments:** As the term of all five board members has recently expired, **Kelton moved, Joe seconded and all agreed to request that the County reappoint all five board members for a term of four more years, until June 30, 2021.** Each board member accepted their nomination.
7. **Old Business**

Petrolia Cemetery District
Board of Trustees

AUTHORITY: Board Order of September 26, 1955 and Government Code Section 1780; Health and Safety Code Section 8950; Resolution No. 69-90.

APPOINTING POWER: Board of Supervisors

MEMBERS: Five (5)

QUALIFICATIONS: Resident of District

TERM: Four Years

FUNCTION: Conduct necessary business for maintaining cemetery. Meets quarterly

DISCLOSURE CATEGORIES:

<u>NAME</u>	<u>APPOINTED</u>	<u>REAPPOINTED</u>	<u>EXPIRES</u>
KELTON CHAMBERS	6/14/05	8/14/12, 10/24/17	6/30/21
TERESA JORDAN	10/23/01	6/14/05, 8/14/12, 10/24/17	6/30/21
NICK MENDES	5/27/08	8/14/14, 10/24/17	6/30/21
PATTY MENDES	5/27/03	6/30/06, 8/14/12, 10/24/17	6/30/21
JOE ZANONE	4/20/04	6/30/06, 8/14/12, 10/24/17	6/30/21

Contact: Deva Wheeler, Secretary-Treasure
707629-3508
devawheeler@hotmail.com

Patty Mendes – Chair 629-3504