



# 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*  
*Vacant, District II*  
*Vacant, District V*

*Nicole Jordan, Archeological Representative*  
*Vacant, 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*

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Wednesday, January 25, 2023

3:00 PM

<https://edcgov-us.zoom.us/j/89565376627>

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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 895 6537 6627. 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/89565376627>.

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.

**3:15PM CALLED TO ORDER AND ROLL CALL**

**Present:** 6 - Clark, Parlin, Perry, Peak, Roberts and Jordan

**Absent:** 2 - Tripp-Verbeck and Schofield

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

**A motion was made by committee member Frank Clark, seconded by committee member Melinda Peak to approve the Consent Calendar, Adopt the Agenda for the 01/25/23 meeting and Approve the Minutes of the 09/28/22 meeting.**

**Yes:** 6 - Clark, Parlin, Perry, Peak, Roberts and Jordan

**Absent:** 2 - Tripp-Verbeck and Schofield

The Committee may make any necessary additions, 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.
  
2. **22-1769** Cemetery Advisory Committee recommending as a result of ongoing concerns related to COVID-19, approve the following finding pursuant to Government Code subsection 54953(e)(3) in order to allow for the continued use of virtual or hybrid Cemetery Advisory Committee meetings as authorized under Assembly Bill 361: Pursuant to Government Code subsections 54953(e)(3)(A) and (e)(3)(B)(ii), the Cemetery Advisory Committee has reconsidered the circumstances of the Governor's proclaimed state of emergency resulting from COVID-19 and finds that 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".

**END OF CONSENT CALENDAR****DISCUSSION ITEMS**

3. **22-1140** Staff Report: Cold Springs quiet title update and volunteer clean-up day, Placerville Union gates, NCIC data update, Brown Act update, Storm damage and landscape maintenance.  
  
**Julianne reported on successful volunteer clean up day at Cold Springs cemetery and Quiet Title process. Placerville Union meeting to occur with police chief regarding the opening/closing of cemetery gates. Relatively minor storm damage at county managed cemeteries and Brown Act changes to begin in February. Nicole provided information on NCIC. All cemeteries in the county now have an assigned primary number in the NCIC system.**
  
4. **22-1518** Save the Graves update and changes  
  
**Mike provided update on Save the Graves, Inc. Status is now incorporated and soon to be recognized non-profit, Mixer event planned for 2/18/23 from 10:00AM-12:00PM, Fall event at Placerville Union planned for 10/21/23.**

**5. 22-2199 CAC Membership**

**A motion was made by committee member Melinda Peak, seconded by committee member Frank Clark for CAC to recommend the appointment of Kimm Richwine to the BOS as the Cemetery Advisory Committee's Fraternal Organization Representative.**

**Yes:** 6 - Clark, Parlin, Perry, Peak, Roberts and Jordan

**Absent:** 2 - Tripp-Verbeck and Schofield

**6. 23-0183 Cemetery research conducted by university students**

**Nicole reported that Sonoma State University has students that would be interested in gathering data and possible GPR in cemeteries as a thesis project. Estimated to begin in Fall 2023.**

4:03PM Meeting adjourned due to lack of quorum, remaining discussion items to be moved to February 22, 2023 CAC meeting agenda.

**7. 23-0238 Cemetery Work Plan Update**

**Moved to February 22, 2023 CAC meeting.**

**8. 23-0239 CAC report to Board of Supervisors**

**Moved to February 22, 2023 CAC meeting**

**OLD BUSINESS**

**9. 22-1520 Proposed workshop with Supervisor Turnboo and Larry Robinson**

**REPRESENTATIVE REPORTS**

(in order listed above, starting with District I)

**OPEN FORUM**

**NEXT MEETING**

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

**ADJOURNMENT**