

**Columbia Cemetery District**  
**P.O. Box 644**  
**Columbia, CA 95310**

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**FILED**  
8/4/2011  
Superior Court of California  
County of Tuolumne  
BY *Shaw Cooper*  
Clerk

July 31, 2011

The Honorable Eric L. DuTemple  
Presiding Judge of the Superior Court of Tuolumne County  
60 North Washington Street  
Sonora, CA 95370

Dear Judge DuTemple,

Attached are the findings/recommendations of the 2010/2011 Tuolumne County Grand Jury report and our responses as required by Penal Code 933 and 933.05 within 60 days of receipt on June 25, 2011. These responses were discussed and approved at the July 21, 2011 meeting of the Columbia Cemetery District Board.

Sincerely,

*Sherrin N. Grout*  
Sherrin N. Grout, Sexton

**R 2 Special Districts should provide orientation to all newly elected board members in a timely manner.**

The recommendation has been implemented: Orientation is given at the first board meeting a new trustee attends. A tour of the cemetery is given as soon as can be scheduled.

We are developing a written orientation plan which should be completed by next February.

**R3 Education on how to meet requirements of the Ralph M Brown Act continuing education on Brown act, ethics and conflict of interest.....**

The recommendation has been implemented: As part of the above orientation, trustee training is explained. Trustees attend county offered courses within 2 years of getting on board, and attend for yearly updates.

**R4 Policy and Procedure Manual, annually review the manuals and determine if changes are necessary. Board members should acknowledge receipt of the manual agree to act under its guidelines.**

The recommendation has not yet been implemented, but will be implemented by the end of the fiscal year. The current policy and procedures manual will be reviewed at the September meeting. A new section on trustee duties and responsibilities will be developed and adopted by February meeting. As part of this, we will formalize the manual procedures, develop new section on trustee duties and requirements, and develop a signing and receipt process.

**R5 Boundary Maps available**

The recommendation has been implemented: Boundary maps are already given to cemetery trustees usually by the second board meeting. Additionally, we will be posting the district map at the cemetery.

**R6 Agendas and meetings: posting agendas in areas of high traffic in at least 2 consistent locations**

The recommendation has been implemented: Agendas are currently posted in high traffic areas in the Columbia post office and the bulletin board by the Mercantile at least 72 hours prior to meeting.

**R7 Easily understood from of financial report should be presented at least quarterly to every board during public meetings.**

The recommendation has been implemented: Currently presented at every board meeting.