



Mariposa County Department of Public Works

Roads – Parks & Recreation – Facilities - Airport
Engineering – Surveying – Transportation – Utility Operations
Fleet Maintenance – Solid Waste - Cemeteries

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Team, Service, Stewardship

MARIPOSA TOWN CEMETERY COMMITTEE

ACTION SUMMARY MINUTES

December 4, 2024

A. 1:00pm Called to Order

Attendee Name	Title	Status	Arrived
Bill Bondshu	Member	Present	12:45 pm
Nancy Cordero	Member	Present	12:50 pm
Jenny Binning	Member	Present	12:45 pm
Cassidy Engfer	Recreation Supervisor	Present	12:50pm
Lexie Verdugo	Parks and Recreation Manager PWD	Present	12:50 pm
Wayne Forsythe	District 4 Supervisor	Present	12:50 pm

B. Public Comment

1. No public comment.

C. Approval of Minutes

1. Motion to approve minutes from August 22, 2024, meeting made by Jenny Binning.
(S) Nancy Cordero.

D. Updates and Reports

1. Update on the revisions to the Mariposa Town Cemetery Policies and Procedures.

Parks and Recreation Manager Lexie provided the revised Mariposa Town Cemetery Policies and Procedures via email prior to the meeting for members to review. Parks and Recreation Manager Lexie explained that there are a couple different versions of the operating procedures for the cemeteries which all have contradicting information which was the reason behind the updates. Lexie went on to explain that the revisions were made by combining the current policies and procedures, member Rich Westfalls revisions and adding any pertinent updates. Member Jenny Binning brought up that she'd like to make sure we are very clear that not just anybody can go out and dig a plot because that causes misaligned rows and inaccurate records. Parks and Recreation Manager Lexie explained that there is a clause in the policy stating there needs to be Parks and Recreation approval prior to the opening of plots and that the person digging said plot must be insured. Supervisor Forsthye brought up a concern about wording within the policy stating that the family "may" request that a cemetery committee member or recreation employee show them the plot. After discussion,

Supervisor Forsythe and the committee members have decided to update the wording from 'may' to 'must' to make the expectation clear. Motion to approve the revisions to the Mariposa Town Cemetery Policies and Procedures after members Rich Westfall and Jean Dordan have the opportunity to review made by Nancy Cordero. (S) Jenny Binning.

2. Update on the donation of land to the Catheys Valley Cemetery for Mariposa County residents.

Parks and Recreation Supervisor Lexie provided an update on behalf of County Surveyor Russ Marks as he was unable to attend the meeting. Lexie reported that there was a slight delay in the process as it was discovered that the Simon family also donated a portion of land to the Sierra Foothill Conservancy. County Surveyor Russ had communications with both the Simons and Sierra Foothill conservancy to ensure that there was no overlapping in the donated parcels. Parks and Recreation Manager Lexie reported that after discussion it was determined that there was no overlapping and that all parties involved were on board to move forward. The acceptance of the donated land and authorization for staff to proceed with the Lot Line Adjustment Application will go to the Board of Supervisors on December 17th for approval. Supervisor Forsythe suggested that at the next Mariposa Town Cemetery Committee meeting, the committee prepares a recommendation to the Board of Supervisors for the County to spend the funds to have the plots surveyed, improve the parking area, create an access road within the existing fence and add fencing along the new donated land.

3. Update on the use of reserved plots within the Mariposa Town Cemetery

Parks and Recreation Manager Lexie reported that the Public Notice is officially posted as of this day after approval from County Counsel and Public Works Director. Lexie provided copies of the Public Notice along with the gravesite reservation intake form for their review. Parks and Recreation Manager Lexie explained the plan of action for distributing the Public Notice to ensure as many community members as possible see it is to post to social media, the County website, the Mariposa Gazette, and community information boards. Parks and Recreation Manager Lexie informed the committee that the response deadline ends on January 31, 2025, so there will be an update at our next meeting on the responses that are received.

4. **Action Items**

No action items.

5. **Next Meeting**

Next meeting date will be set once there is an update to provide to the committee.

6. **Adjournment**

Meeting adjourned at 1:33pm by Bill Bondshu, Committee Chair

Respectfully submitted,
Lexie Verdugo
Parks and Recreation Manager