

**MEMORANDUM**  
OFFICE OF THE  
**BOARD OF SUPERVISORS**  
COUNTY OF PLACER

TO: Honorable Board of Supervisors

FROM: Mike Boyle, Assistant County Executive Officer

DATE: August 24, 2010

SUBJECT: COMMITTEES AND COMMISSIONS – Colfax Public Cemetery District –  
Accept letter of resignation from John Dugan Seat 3, effective August 1,  
2010.

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**ACTION REQUESTED**

Accept letter of resignation from John Dugan Seat 3, effective August 1, 2010.

**BACKGROUND**

The purpose of the Colfax Public Cemetery District is to serve as Trustees for the cemetery district. The Committee is composed of three members that serve four-year terms. To comply with the state mandate for staggered terms, seats number 1 and 3 will expire on June 1, 2012, and thereafter have a 4-year term. Seat number 2 will expire on June 1, 2014. The Committee meets quarterly, or as needed.

**FISCAL IMPACT**

None

**COLFAX CEMETERY DISTRICT**

**180 North CANYON Way and Cemetery Road**

**P.O. Box 231 Colfax, Ca. 95713**

**530.906.9570 Fax 530.346.9577**

Jennifer Montgomery  
Supervisor, District 5  
County of Placer  
Board of Supervisors

Dear Ms Montgomery;

Please accept this letter as notification that I am resigning from my position as Executive Secretary of the Colfax Cemetery District.

As of August 1, 2010, regretfully do to circumstances beyond my control.

I have prepared for my successor an itemized daily routine and an outline of the job duties and responsibilities.

Pleased remove my personal contact information from any phone list etc

Thank You,

Respectfully



John Dugan

Cc: Pat Malberg  
Craig Ballenger  
Nancy Hagman  
Otis Wollan

<b>RECEIVED</b>			
BOARD OF SUPERVISORS			
5 BOS Rec'd	MB	DW	
Other	TS	COB	X
AUG 11 2010			
Sup D1	Sup D4	Aide D1	Aide D4
Sup D2	Sup D5	X Aide D2	Aide D5 X
Sup D3		Aide D3	* X

580

**COLFAX CEMETERY DISTRICT**

**PUBLIC COMMITTEE**

**PURPOSE:** Trustee for Cemetery District  
**CONFLICT OF INTEREST:** Yes  
**COMPOSITION:** Composed of three (3) members with 4 year terms.  
**MEETINGS:** Quarterly, or as needed.

**COUNTY CONTACT PERSON**

**CONTACT PERSON**

Craig Ballenger  
(530) 906-9570

**CURRENT MEMBERS**

**SEAT # 1**

Otis Wollan  
REPRESENTS: N/A  
TERM LENGTH: 4-years  
APPOINTED BY: BOS  
EXPIRES: 5/1/2014

**SEAT # 2**

Nancy Hagman  
REPRESENTS: N/A  
TERM LENGTH: 4-years  
APPOINTED BY: BOS  
EXPIRES: 5/1/2014

**SEAT # 3**

John Dugan  
REPRESENTS: N/A  
TERM LENGTH: 4-years  
APPOINTED BY: BOS  
EXPIRES: 5/1/2014

