

MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of July 17, 2019

CALL TO ORDER: The meeting was called to order by Chair Karen Kaua at 7:06 PM in the Murphys Historical School. Present were Trustees Jeff St. Louis, Kristi Darby, Maureen Elliott, Karen Kaua and Patti Cripe.

QUORUM: A quorum of five board members was present.

PUBLIC COMMENTS: None

MINUTES: Darby moved to accept the Minutes of the Regular meeting of June 19, 2019. The motion was seconded by Cripe and passed 5/0.

CORRESPONDENCE:

1. A letter concerning new annual fees to be charged by CalPers was presented. It appears that the Murphys Cemetery District may be charged \$200 annually.
2. CAPCA Annual Education Seminar is coming up. No board member appears to be planning on attending.
3. The SDRMA information on reporting worker comp claims was discussed. Kaua will send the information form to the groundskeeper and Elliott will send compliance form to SDRMA provider.

OLD BUSINESS:

1. Elliott told the board that the refund check of \$1,000 from the SDRMA Loss Prevention Program was received.
2. Swift Signs updated design for the replacement sign at the cemetery entrance was shown the board. The board would like 2 signs ordered, one for the entrance and one to be installed on the maintenance building. They also would like Swift Signs to install both signs. Elliott will contact the company.
3. Elliott reported that Angels Sewer and Drain has nearly completed the water system replacement.

NEW BUSINESS:

1. The board reviewed the draft changes to the Murphys Cemetery District Board handbook. Some changes were suggested by board members. Elliott will make those changes and bring the final draft back for approval next month.
2. Elliott suggested that the board consider having policy handbooks for Injury and Illness Prevention and for Discrimination, Sexual Harassment and Sexual Misconduct based on the versions used by Calaveras Co. The board agreed that should be done and asked Elliott to look into compiling such handbooks.
3. Elliott provided some links to on line Sexual Harassment training as required under SB 1343. Both board members and employees need to complete an approved course by 12/30/2019.
3. Monthly safety brochure: "Driven to Distraction" was discussed and will be provided to the groundskeeper

FINANCIAL REPORTS

1. County financial reports: YTD May 31, 2019 financials were discussed
2. Budget vs Actuals and Itemized Category Reports: YTD May 31, 2019 were discussed.
3. Invoices: Invoices were presented for: AT&T in the amount of \$ \$4.64 due 7/22/2019 for the phone book listing and \$49.29 due 7/17/2019 for phone service; Cal Waste \$20.85 for bin rent and emptying bin; Maureen Elliott \$48.79 for reimbursement of copies of the Public Policy handbook; Guy Jordan \$500 for installing rip rap in drainage. Elliott told the board that Jordan would need to provide a W9 before the Auditor will pay him and that Jordan has been notified of this requirement. Darby moved that all invoices be approved for payment and taken to the County Auditor. Cripe seconded the motion and the motion passed 5/0.

GROUNDSKEEPER REPORT: The Groundskeeper did not provide a report.

TRUSTEE REPORTS/ITEMS OF INTEREST:.

ADJOURNMENT: Elliott moved that the meeting be adjourned. Darby seconded the motion and the motion passed 5/0.

The meeting adjourned at 9:01 PM

The next meeting is scheduled for August 21, 2019 at 7PM