

MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of March 20, 2019

CALL TO ORDER: The meeting was called to order by Chair Karen Kaua at 7:04 PM in the Murphys Historical School. Present were Trustees Jeff St. Louis, Kristi Darby, Maureen Elliott, Karen Kaua. Also present Caretaker Robert Yeadon. Absent was Trustee Patti Cripe

QUORUM: A quorum of four board members was present.

PUBLIC COMMENTS: None

CLOSED SESSION: The Board went into closed session at 7:05 PM.

REPORT ON ACTION ITEMS FROM CLOSED SESSION: The Board returned to open session at 8:29 PM. Chair Kaua reported that it has been approved to hire a temporary part time person to assist the caretaker. The salary will be \$12 per hour and the job will be for 12 hours per week through the first week of June 2019.

MINUTES: St.Louis moved to accept the Minutes of January 16, 2019. The motion was seconded by Darby and passed 4/0. There was no meeting in February 2019 due to a lack of a quorum.

CORRESPONDENCE:

1. A notice from SDRMA on deadlines for submitting documents. No action needed
2. A letter from Fechter & Co soliciting the job of performing an audit. Not action taken
3. CA State Controller letter concerning the 2018 Government Compensation Report. Elliott will take care of submitting the report.
4. Call for nominations for both the SDRMA and the CSDA boards of directors. No action taken
5. Notification of a Human Resources Boot Camp put on by CSDA.
6. Notice from SDRMA on new rates for the 2019-20 fiscal year.

OLD BUSINESS:

1. Elliott reported Jeff from Angels Sewer and Drain called and will not be able to start the water system replacement until the rains stop.
2. The map design from Tony's Signs was presented. Darby noticed one mistake. Elliott moved that the map be approved with the one change and that 2 signs be ordered, one for each side of the kiosk. The motion was seconded by Darby and passed 4/0
3. The review of the cemetery Public Policy booklet will be moved to the next month's board meeting.

NEW BUSINESS:

1. Bids from both Angels Pest and Foothill Pest for weed spraying were discussed. Kaua moved that Angels Pest be used for the 2019 weed spraying. St. Louis seconded the motion and it passed 4/0
2. The damage to the entry gate wiring was discussed. Darby will contact Valley Entry Systems and ask them to do the repair.
3. The new requirements for special district websites was discussed. Elliott stated that she would like to keep the older years minutes on the site but put those years into one PDF link for each year instead of a link for each month. Most of the items that are required to be posted on a website are already on the District site but the latest audit and information on the board members will need to be added. It was decided to do a further review in the Fall.
4. The question on how to dispose of items that have a value but that the cemetery does not need was discussed. A decision and further discussion was moved to next month.
5. The potential liability of having volunteers doing work in the cemetery was discussed. The item was moved to next month for further discussion and a decision.
6. Monthly safety brochures: "Before You Turn the Key" and "Slips, Trips and Falls". Since the caretaker was not present the discussion on the safety brochures was moved to next month.
7. Darby said that there is a large pile of brush in the cemetery. Darby moved that we ask the company who will be chipping brush on the historical school lot on Saturday, if they could also chip our brush pile while they are here. Kaua seconded the motion and it passed 4/0

FINANCIAL REPORTS

1. County financial reports: YTD January 31, 2019 financials were discussed
2. Budget vs Actuals: YTD January 31, 2019 report was discussed.
3. Invoices: Invoices were presented for: AT&T in the amount of \$ \$9.28 due 2/22/2019 and \$4.64 due 3/17/2019 for the phone book listing and \$50.12 due 2/17/2019 and \$49.20 due 3/17/19 for phone service; \$20.85 to Cal-Waste for Feb. trash bin rent and \$52.96 for bin rent and emptying; A-1 Land Management \$4,410 for tree trimming and removal; reimburse Robert Yeadon \$120.90 for fuel & purchase of 2 metal shelving units &

reimburse Maureen Elliott \$195.05 for domain and website renewal fees. St. Louis moved that all invoices be approved for payment and taken to the County Auditor. Darby seconded the motion and the motion passed 4/0.

CARETAKERS REPORT: None

TRUSTEE REPORTS/ITEMS OF INTEREST:

ADJOURNMENT: Elliott moved that the meeting be adjourned. St. Louis seconded the motion and the motion passed 4/0.

The meeting adjourned at 9:49 PM

The next meeting is scheduled for April 17, 2019 at 7PM