

**MURPHYS CEMETERY DISTRICT**  
Minutes of the Board of Directors meeting of January 20, 2016

**CALL TO ORDER:** The meeting was called to order by Trustee Maureen Elliott at 7:15 PM in the Murphys Historical School. Present were Trustees Maureen Elliott, Guy Puccio and Jeff St. Louis and Caretaker Robert Yeadon. Absent were Trustees Alan Armstrong and Jo Brooksher.

**QUORUM:** A quorum of three board members were present when the meeting was called to order.

**PUBLIC COMMENTS:** None

**MINUTES:** Puccio moved to accept the Minutes of November 18, 2015 with a revision, requested by Trustee Puccio that the minutes should reflect that he voted No on SDRMA policy because of no discussion being held on the details of the policy. St Louis seconded. The motion passed 3/0. There was no meeting held December 16, 2015.

**CORRESPONDENCE:**

1. Discussion on a letter requesting assistance on locating the grave of the writer's mother. Yeadon stated that he had found the deceased name in a capped pipe on a cremain plot. Elliott will notify the writer that the burial location is found.
2. A notification from SDRMA on amended worker comp benefits was read.
3. A notifications that the US Census Bureau would be sending a Government Units Survey was read.

**OLD BUSINESS:**

1. SDRMA Liability insurance policy Resolution: Elliott told the board that a Resolution must be passed on the new policy. Because there are two board members absent, this will be tabled until the next board meeting .
2. A letter concerning to John Harding was to have been prepared by the President and brought to this meeting for discussion. Since Alan Armstrong is not present, this is tabled until next month.
3. Discussion held on naming the cemetery roads. All trustees to bring their suggested road names to the next board meeting.

**NEW BUSINESS:**

1. Invoices

An AT&T invoice of \$52.88 and an iInvoice to reimburse Robert Yeadon \$211.85 for tractor tires and fuel were presented. Moved by Puccio and seconded by St. Louis to pay both invoices. Motion passed 3/0

2. Monthly Safety Brochures: Discussion was held on the safety brochure "Slips, Trips and Falls-Taking the Right Steps" and "Four Generations-The Greatest Potential" was help. Both brochures were given to Robert Yeadon.
3. The 2016 CA Labor Law poster was given to Robert Yeadon to post in the maintenance building.
4. It was not that all trustees except Brooksher need to take the required Ethics Training this year. It is available on line from SDRMA.
5. Trustee re-appointments were discussed since 3 of the trustees had their terms expire December 31, 2015. Both Elliott and St. Louis were re-appointed for four year terms. Since Alan Armstrong was not present and no one knows if he applied for another term, Elliott will email him to find out what his intentions are.

**FINANCIAL REPORTS:**

1. County financials and District Budget vs Actuals as of November 31, 2015 were presented.
2. Budget vs Actuals YTD November 31, 2015 were presented

**CARETAKERS REPORT:** Yeadon stated that he would contact CAIFire to request that they trim trees and remove the 6 dead tree, if they are willing. He also asked permission to order gravel and told the trustees that Cemetery Lane coming into the cemetery is deteriorating and needs attention. Since there are funds in the budget for the gravel, it was approved for him to order what he needs. The board decided that a letter should be prepared to be sent to Public Works making the request that Cemetery Lane be overlaid when the weather allows. Elliott will prepare and letter and bring it to the next board meeting for signing.

**TRUSTEE REPORTS/ITEMS OF INTEREST:** Elliott reported that she had found a newspaper article in a 1912 newspaper that cleared up the mystery of who was buried in the plots with markers J.W and M.W. They are Mary Wignall who died in 1873 and her small daughter Jessie Wignal who died in 1865.

**DATE OF NEXT MEETING:** The next meeting will be held on Wednesday, February 17 2016, 7PM in the Murphys Schoolhouse.

**ADJOURNMENT:** Puccio moved that the meeting be adjourned.. St Louis seconded the motion. The motion passed 3/0 and the meeting was adjourned at 8 PM

**MURPHYS CEMETERY DISTRICT**  
Minutes of the Board of Directors meeting of February 17, 2016

**CALL TO ORDER:** The meeting was called to order by President Jo Brooksher at 7:15 PM in the Murphys Historical School. Present were Trustees Maureen Elliott, Jo Brooksher, Guy Puccio and Jeff St. Louis and Caretaker Robert Yeadon.

**QUORUM:** A quorum of four board members were present when the meeting was called to order.

**PUBLIC COMMENTS:** None

**MINUTES:** Puccio moved to accept the Minutes of January 20, 2016. St Louis seconded. The motion passed 4/0.

**CORRESPONDENCE:**

1. An email was received from Al Armstrong letting the board know that, when his term expired December 31, he did not seek another term, so a new board member will need to be found to fill the vacancy.
2. Both a CSDA salary and benefits survey and the 2015 Government Compensation in CA Report are due to be filled out. Elliott will take care of doing them both.

**OLD BUSINESS:**

1. SDRMA Liability insurance policy Resolution: The Resolution and other paperwork that needs to be sent in for the SDRMA insurance were presented. Elliott moved to pass the Resolution and St. Louis seconded the motion. The motion passed 4/0
2. After discussion a motion was made to prepare a letter to John Harding giving him until June 1, 2016 to remove all items he placed on plots where he does not own internment rights. The letter is to be sent with a delivery receipt requested from the Post Office or will be hand delivered. The motion passed 4/0
3. Discussion held on naming the cemetery roads. Names were proposed for all the roads and the board agreed that Elliott should order the road signs. The motion to accept the road names selected and to order the signs was made by Puccio and seconded by Brooksher. The motion passed 4/0
4. The caretaker said he had faxed a request to CalFire for a work crew to help trim trees but had not heard back. He will call them and try to reach the correct person.

**NEW BUSINESS:**

1. A letter to Public Works asking them to inspect the condition of Cemetery Lane, which is a county road, was presented and approved to be sent. The letter was signed by all the board trustees.
2. Invoices were presented for AT&T invoice of \$53.05 due February 17 and an invoice to AT&T in the amount of \$4.29 due February 22 were presented along with a invoice to reimburse Robert Yeadon \$16.40 for fuel and one to pay Angels Pest Company \$2,300 for spraying for weeds were presented. Moved by Puccio and seconded by Brooksher to pay all invoices. Motion passed 4/0
3. Monthly Safety Brochures: Discussion was held on the safety brochure "Housekeeping-A Clean Place is a Safe Place" The brochure was given to Robert Yeadon.

**FINANCIAL REPORTS:**

1. County financials and District Budget vs Actuals as of December 31, 2015 were presented.
2. Budget vs Actuals YTD December 31, 2015 were presented

**CARETAKERS REPORT:** Yeadon stated that he now finds about 20 trees that appear to be dead or dying. A PVC fitting in the area of the Preston grave broke and he fixed it. The road gravel has not been ordered yet. He has a young girl serving community service hours, but has insisted her mother must accompany her due to her age. He will have another person with 90 hours to serve starting soon.

**TRUSTEE REPORTS/ITEMS OF INTEREST:** None.

**DATE OF NEXT MEETING:** The next meeting will be held on Wednesday, March 16 2016, 7PM in the Murphys Schoolhouse.

**ADJOURNMENT:** Elliott moved that the meeting be adjourned.. St Louis seconded the motion. The motion passed 4/0 and the meeting was adjourned at 8:30 PM

**MURPHYS CEMETERY DISTRICT**  
Minutes of the Board of Directors meeting of March 16, 2016

**CALL TO ORDER:** The meeting was called to order by President Jo Brooksher at 7:15 PM in the Murphys Historical School. Present were Trustees Maureen Elliott, Jo Brooksher, Guy Puccio and Jeff St. Louis, Caretaker Robert Yeadon and visitor Nicki Martinez .

**QUORUM:** A quorum of four board members were present.

**PUBLIC COMMENTS:** None

**MINUTES:** St Louis moved to accept the Minutes of February 17, 2016. Elliott seconded the motion . The motion passed 3/0 with Puccio absent from the room during the vote.

**CORRESPONDENCE:**

1. CSDA Board of Directors Nominations: No action taken
2. SDRMA letter stating that worker comp rates will not be increased: No Action needed

**OLD BUSINESS:**

1. Delivery of letter to John Harding: Yeadon stated that Mr. Harding had not been in when he tried to deliver the letter. He will keep trying to make the delivery.
2. Elliott announced that the road signs decided on last month were ordered and should arrive soon.
3. Yeadon stated that CalFire would start on the tree cleanup March 28. They will be requesting reimbursement for cost of oil etc. and expect to be able to remove about 6 trees.
4. Elliott reported that the letter to Public Works on the condition of Cemetery Lane was mailed February 18 with no response received yet.

**NEW BUSINESS:**

1. Photos of deteriorating grave markers on historic graves were viewed and discussed. Yeadon to ask CalFire if they are able to do the repairs and report at next board meeting.
2. Discussion held on installing a kiosk at the cemetery with a map of the plots and a list of who is buried in each plot. Brooksher will be visiting a cemetery that does have this and will report on how they did it.
2. Invoices were presented for AT&T invoice of \$57.95; reimbursement of M. Elliott for \$854.25 for the road signs and \$12 for the air quality burn permit; Reimburse R. Yeadon for \$17.59 for fuel costs. Moved by Puccio and seconded by St. Louis to pay all invoices. Motion passed 4/0
3. Monthly Safety Brochures: Discussion was held on the safety brochure "Emotional Wreck" The brochure was given to Robert Yeadon.

**FINANCIAL REPORTS:**

1. County financials and District Budget vs Actuals as of January 31, 2016 were presented.
2. Budget vs Actuals YTD January 31, 2016 were presented

**CARETAKERS REPORT:** Yeadon told the board that some recent graves are sinking badly. Discussion was held on the reason and it was decided that Elliott will research the cost of grave liners and bring it to the board next month. Yeadon reported that he has not ordered the gravel yet.

**TRUSTEE REPORTS/ITEMS OF INTEREST:** Nicki Martinez had attended the meeting with the thought of applying for a trustee position, Brooksher told the board that Ms. Martinez is not a citizen which makes her ineligible to be a trustee since a non-citizen cannot vote and board positions are supposed to be registered voters in the district.

**DATE OF NEXT MEETING:** The next meeting will be held on Wednesday April 20, 2016, 7PM in the Murphys Schoolhouse.

**ADJOURNMENT:** Elliott moved that the meeting be adjourned.. St Louis seconded the motion. The motion passed 4/0 and the meeting was adjourned at 8:07 PM

**MURPHYS CEMETERY DISTRICT**  
Minutes of the Board of Directors meeting of April 20, 2016

**CALL TO ORDER:** The meeting was called to order by President Jo Brooksher at 7:00 PM in the Murphys Historical School. Present were Trustees Maureen Elliott, Jo Brooksher, Guy Puccio, Jeff St. Louis and Caretaker Robert Yeadon **QUORUM:** A quorum of four board members were present.

**CLOSED SESSION:** Employee Review

**OPEN SESSSION:** Brooksher stated that the only action taken in the Closed Session was to approve, by a 4/0 vote that the cemetery caretaker, Robert Yeadon, be awarded an annual bonus of \$1,500

**PUBLIC COMMENTS:** None

**MINUTES;** St Louis moved to accept the Minutes of March 16, 2016. Puccio seconded the motion . The motion passed 4/0

**CORRESPONDENCE:**

1. A bill from State Farm to renew the liability policy by June 23 was received. Since the board has voted to join the SDRMA insurance plan, State Farm will be notified when the premium is due that the policy with their company will not be renewed.

**OLD BUSINESS:**

1. Delivery of letter to John Harding: Yeadon stated that he hand delivered the letter to John Harding at his place of business on March 22, 2016. He also stated that he suggested that Mr Harding attend a board meeting if he needed to discuss the contents of the letter.

2. The new road name signs arrived. Poles and brackets to hold the signs will need to be ordered or purchased locally.

3. CalFire removed about 10 dead trees and will be back in May to remove more and do some more trimming. After they are finished, A-1 Tree Service will need to bid the remaining trees that CalFire will not be able to remove. After discussion the board decided to hire an arborist to evaluate the other trees in the cemetery. Puccio moved that Elliott be allowed to hire Nate Berner, Arborist at a cost not to exceed \$1,000. Brooksher seconded the motion and it passed 4/0.

4. Letter to Public Works on the condition of Cemetery Lane mailed February 18 with no response received yet. Yeadon reported that he saw a couple of county road dept. workers in the cemetery so thought they might be evaluating the road.

5. Discussion was held on how to get the old graves that need repairs fixed. Yeadon reported he spoke with Boone Memorials on the Matteson plot and Tanner Boone stated they had a block of stone similar to the missing section of that plot. Decision was to request a price from Boone Memorials on the repairs and if they do not want to do it, get a bid from a masonry contractor.

6. Elliott reported that grave liners currently cost \$600 each. Requiring grave liners was discussed but due to the cost that families might not be able to pay, it was decided to revisit the subject at a later time.

7. Discussion was held on how to install a map and registry of burial names in the cemetery. Elliott told the board that first we will need to get a copy of the old map for the cemetery, then adjust it for the newer plots that are not on that map, and draw in the section lines, and the rows in each section and the plot numbers in each row. Puccio moved we start on this project. The motion was seconded by Brooksher and passed 4/0.

8. Elliott reported that the CA Government Compensation Report has been filed.

**NEW BUSINESS:**

1. The proposed draft budget for 2016-17 is due. Elliott moved that the board approve the 2015-16 budget as the draft budget as the county auditor requested. Puccio seconded the motion and the motion passed 4/0

2. The annual approved trustee signature report was signed by all trustees present and will be given to the Auditor.

2. Invoices for paying AT&T \$4.70 for the phone book listing; AT&T \$53.05 for wireless service; M.Elliott \$17.20 to reimburse for blower parts and R. Yeadon \$24 to remimburse for fuel for equipment were presented. Elliott moved all invoices be paid, the motion was seconded by Puccio and passed 4/0.

**FINANCIAL REPORTS:**

1. County financials and District Budget vs Actuals as of February 29, 2016 were presented.
2. Budget vs Actuals YTD February 29, 2016 was presented

**CARETAKERS REPORT:** Yeadon told the board that he recently had the porta potty pumped.

**TRUSTEE REPORTS/ITEMS OF INTEREST:** Elliott reported that it has been discovered where two more old burials plots are located. The obituary for Emily Crozier in 1913 stated she was buried on one side of her son John Bent Crozier and her husband William had be buried on the other side of their son in 1899. Unfortunately there is not a full space on either side of John Bent Crozier any longer so tile name marker will be ordered and put right next to the son's grave marker so at least it will show where they are located.

**DATE OF NEXT MEETING:** The next meeting will be held on Wednesday May 18, 2016, 7PM in the Murphys Schoolhouse.

**ADJOURNMENT:** Elliott moved that the meeting be adjourned. St Louis seconded the motion. The motion passed 4/0 and the meeting was adjourned at 8:45 PM

**MURPHYS CEMETERY DISTRICT**  
Minutes of the Board of Directors meeting of May 16, 2016

**CALL TO ORDER:** The meeting was called to order by President Jo Brooksher at 7:00 PM in the Murphys Historical School. Present were Trustees Maureen Elliott, Jo Brooksher, Guy Puccio, Jeff St. Louis and Caretaker Robert Yeadon

**QUORUM:** A quorum of four board members were present.

**PUBLIC COMMENTS:** None

**MINUTES;** Puccio moved to accept the Minutes of April 20, 2016. St. Louis seconded the motion. The motion passed 4/0

**CORRESPONDENCE:**

1. The lists of Price of Plots and Wage Survey from CAPC was reviewed. No action was taken
2. A notice was received of a Class Action law suit for any district that purchased equipment with cathode ray tubes in earlier years. No action was taken

**OLD BUSINESS:**

1. John Harding: Discussion was held on what should take place if we never hear from John Harding concerning the letter delivered to him on removal of items on plots that he owns no internment rights to. A decision on whether he should be reminded of the deadline will be discussed at the June meeting.
2. The letter to Public Works on the condition of Cemetery Lane was mailed February 18. No response received yet.
3. CalFire workers are supposed to come and remove more trees on May 20. Until they are finished, neither the arborist or the bids for further tree removal can be taken care of.
4. Boone Memorials will look at the historic Matteson grave and let us know on how to repair it. They may also do the Dunbar grave repairs.
5. Elliott reported that a copy of the old cemetery map was located and she got 2 copies of it. It is out of date and will need a considerable amount of re-doing to make it current and to mark the sections, rows and plot numbers on it.

**NEW BUSINESS:**

1. Invoices for paying AT&T \$4.70 for the phone book listing; AT&T \$53.02 for wireless service; M.Elliott \$9.14 for 2 copies of the cemetery map; Foothill Sanitary \$45 for porta potty pumping were all presented to the board. St. Louis moved all invoices be paid, the motion was seconded by Puccio and passed 4/0.
2. The monthly Safety Brochure: Incident Reporting-You Can Save a Life was discussed.

**FINANCIAL REPORTS:**

1. County financials and District Budget vs Actual: The county has not yet provided the next month's financial reports so there was no change since the previous board meeting.

**CARETAKERS REPORT:** Yeadon told the board that all veteran's flags will be on their graves by the next day. CalFire is scheduled to come and remove more trees on May 20. .

**TRUSTEE REPORTS/ITEMS OF INTEREST:** No reports by Trustees

**DATE OF NEXT MEETING:** The next meeting will be held on Wednesday June 15, 2016, 7PM in the Murphys Schoolhouse.

**ADJOURNMENT:** Elliott moved that the meeting be adjourned. St Louis seconded the motion. The motion passed 4/0 and the meeting was adjourned at 7:50 PM

**MURPHYS CEMETERY DISTRICT**  
Minutes of the Board of Directors meeting of June 15, 2016

**CALL TO ORDER:** The meeting was called to order by President Jo Brooksher at 7:01 PM in the Murphys Historical School. Present were Trustees Maureen Elliott, Jo Brooksher, Guy Puccio, Jeff St. Louis and Caretaker Robert Yeadon

**QUORUM:** A quorum of four board members were present.

**PUBLIC COMMENTS:** None

**MINUTES:** St. Louis moved to accept the Minutes of May 16, 2016. Puccio seconded the motion. The motion passed 4/0

**CORRESPONDENCE:**

1. CASD Board Elections information was discussed. No action taken.

**OLD BUSINESS:**

1. John Harding: Discussion was held on whether to remind John Harding about his deadline on removal of items on plots that he owns no interment rights to. Yeadon stated that Mr. Harding had told him that he had a plan and would be bringing it to the board for their approval. Board decided to not contact him.

3. CalFire workers have removed all the trees that they are going to remove so now a commercial firm will need to bid the removal of the remainder of the trees. A-1 Trees has been contacted but says it will be a while until they have time to come to look at the situation.

**NEW BUSINESS:**

1. A discussion was held on ordering more tile markers for unmarked graves. Puccio moved that Elliott order what markers she feels are needed. Brooksher seconded the motion and it passed 4/0

1. Invoices for paying AT&T \$4.70 for the phone book listing; AT&T \$53.05 for wireless service; SDRMA \$33.06 for insurance cost for 2015-16 fiscal year and \$1,622.43 for insurance for 2016-17 fiscal year and \$1,229.26 for worker comp insurance for 2016-17 fiscal year and to reimburse Yeadon \$33.35 for equipment fuel he purchased were presented. Puccio moved all invoices be paid, the motion was seconded by St. Louis and passed 4/0.

2. The monthly Safety Brochure: "Strains and Sprains" was discussed.

**FINANCIAL REPORTS:**

1. County financials through March 31, 2016 were presented. Elliott noted that the county had deposited \$112.50 into the Operating Account that should have been deposited into the Endowment Fund. She has already told them of the mistake and they will change it.

2. District Budget vs Actual through March 31, 2016 was presented.

**CARETAKERS REPORT:** Yeadon told the board that CalFire removed 10 more dead trees. He has cleaned up the Center section. The gravel has not been ordered yet. His last community service worker did not show up to work so he canceled her work program with the probation dept.

**TRUSTEE REPORTS/ITEMS OF INTEREST:** Brooksher asked why no further decision had been made on preparing the Memorial Marker area so that plots could be sold. Elliott suggested it be put on next month's Agenda.

**DATE OF NEXT MEETING:** The next meeting will be held on Wednesday July 20, 2016, 7PM in the Murphys Schoolhouse.

**ADJOURNMENT:** Elliott moved that the meeting be adjourned. Puccio seconded the motion. The motion passed 4/0 and the meeting was adjourned at 7:40 PM

**MURPHYS CEMETERY DISTRICT**  
Minutes of the Board of Directors meeting of July 20, 2016

**CALL TO ORDER:** The meeting was called to order by President Jo Brooksher at 7 PM in the Murphys Historical School. Present were Trustees Maureen Elliott, Jo Brooksher, Guy Puccio, Jeff St. Louis, Pattie Cripes and Caretaker Robert Yeadon

**QUORUM:** A quorum of five board members were present.

**PUBLIC COMMENTS:** None

**MINUTES:** St. Louis moved to accept the Minutes of June 15, 2016. Puccio seconded the motion. The motion passed 5/0

**CORRESPONDENCE:**

1. SDRMA letter concerning insurance coverage. No action taken.
2. CAPC Annual Education Seminar in Oct. No action taken
3. The new Public Records Act requirements were read to the board. Elliott has completed the required information.
4. CSDA is presented a seminar in San Andreas on Sept. 30 for special districts on "Boards Role in Finance and Fiscal Accountability". Anyone wishing to attend must pre-register.
5. SDRMA payroll reconciliation report is due by Aug. 15, 2016. Elliott will get information from Jenkins Bookkeeping and fill out the report and submit.

**OLD BUSINESS:**

1. Discussion was held on the lack of response from John Harding to the earlier letter. Puccio moved that a letter be sent to Mr Harding stating that Mr. Harding has until Friday July 29 to contact the board if he wants to address them to propose a solution to the issue of his items being on the plots of others. This letter to be hand delivered by Robert Yeadon. If no response is received by 5PM on that date, the items will be removed by the cemetery. The motion was seconded by St. Louis and passed 5/0.
3. Discussion was held on how to get the dead trees in the cemetery removed. Some of them are near the power lines so perhaps PG&E would remove those trees. Elliott told the board that Columbia Cemetery applied for a grant from the state for partial reimbursement of tree removal in their cemetery and they were reimbursed 75% of the cost. Elliott volunteered to call PG&E and to look into the grant program.

**NEW BUSINESS:**

1. The monthly safety brochure "Back Safety-Lift Well" was discussed.
2. Discussion was held on establishing the area for Memorial Markers. The board agreed that they want all markers to be the same. Brooksher will check on prices of small flat bronze markers and bring the information to the next board meeting.
3. Invoices for paying AT&T \$4.70 for the phone book listing; AT&T \$53.23 for wireless service; and to reimburse Elliott \$176 for the tile markers approved by the board last month were presented. Puccio moved all invoices be paid, the motion was seconded by St. Louis and passed 5/0.
4. Elliott moved that the board approve a Resolution, as requested by the County Auditor, allowing the Auditor to make year-end interclass budget transfers. The motion was seconded by Cripes and passed 5/0

**FINANCIAL REPORTS:**

1. County financials through May 31, 2016 were presented. Elliott noted that the county deposit of \$112.50 into the wrong account on March 22 was not changed until about a week ago.
2. District Budget vs Actual through March 31, 2016 was presented.

**CARETAKERS REPORT:** Yeadon told the board that there have been no community service workers for the last six months.

**TRUSTEE REPORTS/ITEMS OF INTEREST:** None

**DATE OF NEXT MEETING:** The next meeting will be held on Wednesday August 17, 2016, 7PM in the Murphys Schoolhouse.

**ADJOURNMENT:** Elliott moved that the meeting be adjourned. Puccio seconded the motion. The motion passed 5/0 and the meeting was adjourned at 8:46 PM



**MURPHYS CEMETERY DISTRICT**

Minutes of the Special Board of Directors meeting of August 4, 2016

**CALL TO ORDER:** The meeting was called to order by President Jo Brooksher at 7:01 PM in the Ebbetts Pass Veteran's Hall, 99 School St., Murphys, CA. Present were Trustees Maureen Elliott, Jo Brooksher, Guy Puccio, Jeff St. Louis and Pattie Cripes

**QUORUM:** A quorum of five board members were present.

**PUBLIC COMMENTS:** None

**CLOSED SESSION**

The board went into closed session at 7:15PM to discuss current issues including operational matters pertaining to Buena Vista Cemetery with discussion of possible legal advice needed

**OPEN SESSION**

The board returned to Open Session at 8:05 PM. President Jo Brooksher announced that a motion was made, seconded and passed 5/0 that the President would meet with the Caretaker on August 5 to discuss removal of personal belongings stored in the cemetery and to formulate a policy of how to ensure no member of the public remains in the cemetery after closing time.

**DATE OF NEXT MEETING:** The next meeting will be held on Wednesday August 17, 2016, 7PM in the Murphys Schoolhouse.

**ADJOURNMENT:** Elliott moved that the meeting be adjourned. Puccio seconded the motion. The motion passed 5/0 and the meeting was adjourned at 8:08 PM

**MURPHYS CEMETERY DISTRICT**  
Minutes of the Board of Directors meeting of August 17, 2016

**CALL TO ORDER:** The meeting was called to order by President Jo Brooksher at 7 PM in the Murphys Historical School. Present were Trustees Maureen Elliott, Jo Brooksher, Guy Puccio, Jeff St. Louis, Patti Cripes Caretaker Robert Yeadon. Also present were members of the public John Harding, Al Harding, Larry Bridges, a lady that did not identify themselves and a friend of a board member named John.

**QUORUM:** A quorum of five board members was present.

**PUBLIC COMMENTS:** None

**MINUTES:** St. Louis moved to accept the Minutes of July 20, 2016. The motion was seconded and passed 5/0. Cripes moved to accept the minutes of August 4, 2016. Puccio seconded the motion. The motion passed 5/0

**CORRESPONDENCE:**

1. A letter from CSDA asking for people to join their committees was read. No action taken.
2. A letter from SDRMA concerning the revisions to the Employees Rights Under the Fair Labor Standards Act was read. Caretaker Yeadon will post the revisions.

**OLD BUSINESS:**

1. John Harding spoke to the board about the request to remove items from plots where he does not own burial rights. He stated he purchased the three plots from the Wooten family years ago and asked why this is not being requested after 14 years. It was explained to him that the Wootens cannot sell their burial rights to anyone except the cemetery district. After long discussion, Puccio moved that a recommendation be prepared and be sent to county council for their review that 1. If the Wootens will sell their burial rights back to the District, the District would then offer to sell the burial rights to those plots to John Harding for the burial of his grandchildren in future years and 2. Upon that being accomplished, the John Harding would remove the statue of a horse and the District would allow the cross, statue of a man praying and a small bridge to remain. Elliott to prepare this document for county council's review. Elliott seconded the motion and it was approved 5/0.
2. Elliott reported that PGE sent their tree company out and they will remove five dead trees near their power lines and will also trim an oak tree that has branches touching the lines. They require a form to be signed approving this work and also that PGE will do all removal of debris. Brooksher moved that Elliott be allowed to sign the forms. Cripes seconded the motion and the motion passed 5/0.
3. Elliott told the board that she had called a representative from the state committee for dead tree removal asking for information but had not yet been called back.
4. The bid from A-1 Trees on removal of 28 dead trees from the cemetery was presented in the amount of \$16,200. It was pointed out that the bid may change since PGE is going to remove 5 trees but that there are also trees that are dying and may need to also be removed by the time the work is scheduled. Puccio moved that we accept the bid conditionally subject to any county/state requirements. Brooksher seconded the motion and it passed 5/0.
5. Brooksher gave the board a price list for bronze markers of different sizes for the Memorial area. She stated the memorial marker company suggested that granite would be a better material and she will get prices for that and bring to the next board meeting.
6. Elliott reported that the instructions for filling out the SDRMA Worker Compensation Annual Payroll Reconciliation report stated that Federal Minimum Wage was to be used as imputed wages or volunteer hours and that she questioned that since it was lower than CA but was told since it was the way the instructions were printed, that this year that was what was to be used.

**NEW BUSINESS:**

1. The recent theft of the utility trailer was discussed. Elliott posted it on multiple Facebook sites and on Pinetree in hopes someone would see it and contact the District but nothing so far. An insurance claim will be filed.
2. Discussion was held on the person who had been staying in the cemetery and who stored large amounts of personal items there. Caretaker Yeadon reported that he made it clear to her when the trailer was stolen that she was to remove all her things and was not to be in the cemetery after closing hours. He also told her that any items still in the cemetery by August 22 would be taken to the dump. Discussion was held on the one gate from a neighbor's yard into the cemetery that is being used to access the cemetery. Caretaker Yeadon was instructed to

nail the gate shut. The neighbor was told that the gate was not to be used and that it would be nailed shut by Trustees St. Louis and Elliott on August 4.

3. Elliott asked if the board wants to repair the front gate so it closes and opens every day automatically. The board agrees that this is needed so Elliott will get bids for the work and bring to the next board meeting.

4. The monthly safety brochure "Office Safety-It's a Jungle Out There" was discussed.

5. Invoices for paying AT&T \$4.70 for the phone book listing; AT&T \$53.24 for wireless service; and to reimburse Yeadon \$6.59 for mileage reimbursement were presented. Puccio moved all invoices be paid; the motion was seconded by St. Louis and passed 5/0.

**FINANCIAL REPORTS:**

1. County financials were not received so there was no updated financial report.

2. District Budget vs Actuals was not able to be prepared since the County Auditor did not send the financial reports for June 30.

**CARETAKERS REPORT:**

**TRUSTEE REPORTS/ITEMS OF INTEREST:** Elliott reported on the Little Hoover Commission actions to limit the number of special districts and to possibly have reserve funds returned to the state. She requested that, if the SDRMA asks for letters to be sent to overturn any attempt to take those actions, that the trustees consider supporting the SDRMA request. Elliott also stated she would forward the list of SDRMA free webinars that contain a free Ethics webinar, to the trustees and reminded them that they are required to obtain a certificate every other year.

**DATE OF NEXT MEETING:** The next meeting will be held on Wednesday September 21, 2016, 7PM in the Murphys Schoolhouse.

**ADJOURNMENT:** Elliott moved that the meeting be adjourned. Puccio seconded the motion. The motion passed 5/0 and the meeting was adjourned at 8:44PM

## MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of September 21, 2016

**CALL TO ORDER:** The meeting was called to order by Secretary Maureen Elliott at 7 PM in the Murphys Historical School. Present were Trustees Maureen Elliott, Jeff St. Louis, Patti Cripes Caretaker Robert Yeadon. Absent were trustees Jo Brooksher, Guy Puccio

**QUORUM:** A quorum of three board members were present.

**PUBLIC COMMENTS:** None

**MINUTES:** St. Louis moved to accept the Minutes of August 17, 2016. The motion was seconded and passed 3/0.

**CORRESPONDENCE:** A letter from SDRMA congratulating the district on having no claims in the past year.

### **OLD BUSINESS:**

1. Discussion was held on the agreement concerning the Wooten plots, as approved by County Council. Cripe moved to accept the agreement and deliver it to John Harding. Motion seconded and passed 3/0
2. Discussion held on the removal of the approx. 30 dead trees from the cemetery by A-1 Tree Service. Consensus of the board members was that they did a good job.
3. No report on cost of markers for the memorial area available so was postponed until the next meeting

### **NEW BUSINESS:**

1. The recent theft of the utility trailer was discussed. SDRMA insurance issued a check to cover their portion of the loss. The best price for a dump trailer was from Trailers Plus in Fresno. Cripe moved that the bid by approved and that Yeadon's cost to pick up the trailer be reimbursed. Motion seconded and passed 3/0
2. Elliott told the board that a person who had an auto accident in the cemetery last April has filed a claim with our insurance company. State Farm rejected the claim and so far nothing more has been heard. The insurance company suggested placing signs stating "No Access to Public" on any roads that the public does not need to drive on. St. Louis moved that 4 such signs be purchased and installed. The motion was seconded and passed 3/0.
3. Elliott told the board that the server where the cemetery website is, will no longer support the platform currently in place. They will "migrate" the website to the updated platform for a fee of about \$200. Cripe moved to have this done. The motion was seconded and passed 3/0
4. The monthly safety brochure "Workplace Violence-Awareness, Prevention, Response" was discussed.
5. Elliott reported that the sheriff's log had an item that someone was cursing and yelling in the cemetery on Sept. None of the board nor the caretaker know anything on this.
6. County financial reports YTD July 30, 2016 were presented
7. Budget vs Actuals YTD July 30, 2016 were presented
8. The final draft of the 2016-17 budget was discussed. No changes were suggested. St. Louis moved to accept the budget as presented. The motion was seconded and passed 3/0
9. The county auditor will complete the State Controller Financial Transaction Report for us if requested.
10. Invoices to AT&T in the amount of \$4.70 for the phone book listing and \$53.24 for wireless phone service; SDRMA \$380.27 for worker comp insurance; A-1 Tree Service \$16,200 to remove dead trees and Bob Yeadon \$55.44 to reimburse him for mileage and oil were presented. Cripe moved that all invoices be approved and paid. Motion seconded and passed 3/0

**CARETAKERS REPORT:** Yeadon told the board that he needed to have someone hired to level off the debris pile and remove dirt that will plug some large culverts. Elliott moved to hire Rod Tindell to do this work. Motion seconded and passed 3/0. Yeadon also reported that his only community service worker had satisfied all his work hours so he does not have any community service helpers at the time.

**TRUSTEE REPORTS/ITEMS OF INTEREST:** Elliott reported that she would be attending the SDRMA Fiscal Policy seminar on Sept 30 and would report at the next board meeting. She also requested that the district board policy manual be on the next agenda for review and possible revisions. The trustees agreed with this.

**DATE OF NEXT MEETING:** The next meeting will be held on Wednesday October 19, 2016, 7PM in the Murphys Schoolhouse.

**ADJOURNMENT:** Elliott moved that the meeting be adjourned. St. Louis seconded the motion. The motion passed 3/0 and the meeting was adjourned at 9:01PM

**MURPHYS CEMETERY DISTRICT**  
Minutes of the Board of Directors meeting of October 19, 2016

**CALL TO ORDER:** The meeting was called to order by Chairperson Jo Brooksher at 7 PM in the Murphys Historical School. Present were Trustees Jo Brooksher, Maureen Elliott, Jeff St. Louis, Patti Cripes, Guy Puccio and Caretaker Robert Yeadon.

**QUORUM:** A quorum of five board members were present.

**PUBLIC COMMENTS:** None

**MINUTES:** Cripe moved to accept the Minutes of September 21, 2016. The motion was seconded and passed 3/0/0 with both Jo Brooksher and Guy Puccio abstaining since they were not present at the September 21 meeting.

**CORRESPONDENCE:** A letter from CALFIRE concerning the removal of trees in the cemetery by PG&E was discussed. No action was taken.

Elliott presented an email from Deputy Clerk to the Board of Supervisors Diane Severud letting us know that we need to file NP-450 each time the board changes members. Elliott will take care of this Secretary of State filing.

**OLD BUSINESS:**

1. Discussion was held on the agreement sent to John Harding concerning the Wooten plots. The agreement was delivered to him the week of the last board meeting but he has not responded. The board does not want this dragging on for a long time so requested that Elliott contact him and report to the board next month.
2. Brooksher reported on her findings on the cost of granite flat markers. The 12" x20" size costs \$250. If the memorial plots are made 18" x 30" that size would fit. Puccio moved to require all markers in the new Memorial Area to be flat granite 12" X 20" in White Granite color and that a design for that Memorial Marker area be drawn up by Elliott and Bob Yeadon and bids obtained to install the bricks and walkways. The motions was seconded and passed 5/0.
3. Elliott reported that the new utility trailer was purchased and picked up in Fresno by Bob Yeadon. She suggested that a anti-theft wheel lock by purchased at an approximate cost of \$50 plus tax. Also a security camera be considered not only for a possible theft but also in case of vandalism. Cripes moved that Elliott to purchase the anti-theft wheel lock and a security camera system similar to the one shown. The motion was seconded and passed 5/0
4. A bid for the gate repairs was received from Wiebe Electric. No one else responded for requests for bids. The cost will be \$1,750 to trench and run electricity from the Old Schoolhouse to the cemetery gate and an additional \$400 for the timer and installation of it. Puccio objected to the wording on the bid that referenced insurance. Brooksher moved that the bid from Wiebe Electric be accepted but that the wording on insurance be crossed out before we accept the bid. The motion was seconded and passed 5/0

**NEW BUSINESS:**

1. Elliott reviewed the recent SDRMA seminar that she attended at the Government Center on the Board's Role in Finance and Fiscal Accountability. She told the board that the presenter suggested that all Special District's put a written Reserve Fund Policy in place as well a policy on contracting and for volunteers who may do work with the Districts knowledge and approval. He also spoke on what a good Board Policy Manual should include, the requirements of AB 1234 and the need for a long term plan for the District that should be evaluated and updated at least semi-annually. The Chairperson asked all board members to make a list of what they think are the most important capital improvements that the cemetery will need and bring them to the next board meeting for discussion on how the Reserve Funds should be designated.
2. A short discussion on the Board Policy Manual was held. Elliott was requested to do a draft of a revised Manual and bring it to the board next month for more discussion.
3. The monthly safety brochure "Fire Extinguishers-Your Path to Safety" was discussed.

**FINANCIAL REPORTS**

1. County financial reports YTD August 31, 2016 were presented
2. Budget vs Actuals YTD August 31, 2016 were presented
3. Invoices: Invoices to AT&T in the amount of \$4.70 for the phone book listing and \$53.24 for wireless phone service; Bob Yeadon \$206.37 to reimburse him for mileage and purchase of gloves; to reimburse Maureen Elliott \$299.99 for her payment to GoDaddy for the updates to the District website, \$3721.33 for the purchase of the new utility trailer, \$67.71 for purchase of 4 road signs; and to Postmaster \$66 for rent on the post office box were presented. Cripe moved that all invoices be approved and paid. Motion seconded and passed 5/0

**CARETAKERS REPORT:** Yeadon told the board that Rod Tindel had done the tractor work requested but has not yet submitted his invoice. Yeadon also reported that he has a new community service worker that will probably have to work off about 90 hours and that the recent storm shredded the flag and that the Ebbetts Pass Veterans Memorial District had supplied a new one and it has been installed on the flagpole. He also told the board that Jeff Stai had been opening up the fence between his home and the cemetery again. After a short discussion on this issue, it was decided it will be brought up again at the next board meeting.

**TRUSTEE REPORTS/ITEMS OF INTEREST:** Elliott reported local residents had collected funds to pay for a grave marker for the grave of a baby that died at birth 4 years ago and that the family would be selecting a marker from Boone Memorials for the grave. Elliott also reminded the Trustees that a webinar Ethics seminar would be held on November 8 by SDRMA that they could attend at no cost. Puccio announced he just attended one at the county. He was asked if he would supply a copy of his attendance certificate when he receives it.

**ADJOURNMENT:** Elliott moved that the meeting be adjourned. St. Louis seconded the motion. The motion passed 5/0 and the meeting was adjourned at 8:29PM  
The next meeting will be held on November 16 at 7PM.

## MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of November 16, 2016

**CALL TO ORDER:** The meeting was called to order by Chairperson Jo Brooksher at 7 PM in the Murphys Historical School. Present were Trustees Jo Brooksher, Maureen Elliott, Jeff St. Louis, Guy Puccio, Calaveras County Board of Supervisors Deputy Clerk Diane Severud and Caretaker Robert Yeadon. Absent: Trustee Patti Cripe.

**QUORUM:** A quorum of four board members were present.

**PUBLIC COMMENTS:** None

**MINUTES:** Puccio moved to accept the Minutes of October 19, 2016 with the name of Elliott as the person who made the motion to adjourn being changed to Brooksher. The motion was seconded and passed 4/0.

### **CORRESPONDENCE:**

1. Discussion on the proposed legislation to allow public cemetery districts to own pet cemeteries. Brooksher asked if a memorial marker for a pet can be installed in the Memorial Area. After discussion, it was decided that anyone making such a request would have to bring the request to the board in writing and a decision could be made at that time.
2. SB 1079 was discussed. Since it will require several forms to be filled out by the purchaser of interment rights at the time of purchase, Elliott suggested that the office area of the maintenance building be cleaned and painted and another chair brought in so there would somewhere for the family member to sit while filling out the forms. She also told the board that the forms would need to be printed in bulk and be on hand in the office area. The new requirements take effect on January 1, 2017. Puccio stated he would be reviewing the new law and would report to the board on it next month.
3. A letter from PERS was discussed. It requests that the district fill out a survey. Puccio objected. Diane Severud suggested that the County Auditor be the person who decides if the survey should be filled out or not.

### **OLD BUSINESS:**

1. A review of possible revisions of the 2012 Conflict of Interest Code took place. Diane Severud stated that the only wording needed was the two paragraphs provided by the county. Elliott moved to adopt the Conflict of Interest Code wording supplied by the county. Brooksher seconded the motion and it passed 4/0
- 2 The draft revisions to the Board Policy Manual were discussed briefly but, since several board members had not looked at them beforehand, this item was tabled until next month.
3. A discussion was held on items that should be planned for in a Reserve Fund plan. The items suggested were a new water system, paving of some of the gravel roads, replacement of the old fencing, purchase of additional land to expand the cemetery and a covered pavilion where burial services could be held. Puccio felt that all items should be bid by the appropriate contractors so we would have actual amounts for the planning process. He offered to call a paving contractor and check into the water system costs and to report at the next board meeting.
4. It was reported that John Harding still has not indicated whether he is going to sign the agreement concerning the Wooten plots or not. Jo Brooksher offered to visit him in person and will report next month.
5. The re-design of the proposed memorial area is not yet done so that item was tabled until next month.
6. Elliott reported that both the wheel lock for the trailer and the security cameras have been purchased. The camera system will be installed by next board meeting.
7. Elliott reported that Wiebe Electric has wired the front gate to the electricity at the Murphys Schoolhouse and is waiting for Distinctive Metals to adjust the timer on the gate.

### **NEW BUSINESS:**

1. A discussion was held on the dead trees on neighboring property that are a hazard to the cemetery if they should fall. Elliott was requested to write a letter to the neighbor and email it to the board for review before mailing it.
2. Discussion was held on the continual breaching of the cemetery fence by the Stai property owners. Elliott suggested we install wood fence from the back corner of the cemetery to the already installed wood fence that extends past the maintenance building. Puccio moved to get a contractor to bid doing this. The motion was seconded and past 4/0. St Louis has a friend who is a contractor and offered to speak to him to get a bid.
3. The monthly safety brochure "Holiday Stress-Planning for a Joyous Season" was discussed.

### **FINANCIAL REPORTS**

1. County financial reports YTD September 30, 2016 were presented. Elliott told the board that there is a mistake in the county financials where they inputted the funds deposited from the sale of a plot as funds given to us by the Murphys Fire District. She had notified the County Auditor of the mistake.

2. Budget vs Actuals YTD September 30, 2016 were presented.

3. Invoices: Invoices to AT&T in the amount of \$4.70 for the phone book listing and \$53.19 for wireless phone service; Reimburse Maureen Elliott \$54.99 for purchase of Anti-theft wheel lock claim and \$135.05 for reimbursement of one year website fees and \$159 for reimbursement of payment of CSDA annual dues; Foothill Portable Toilets \$45 for pumping and CAPC \$60 for annual membership fee were presented. All invoices were approved to be paid.

**CARETAKERS REPORT:** No report.

**TRUSTEE REPORTS/ITEMS OF INTEREST:** Elliott reported that cremain plots were running low so more of the large plots will soon need to be divided into cremain plots.

**ADJOURNMENT:** The meeting was adjourned at 9:19 PM  
The next meeting will be held on December 21st at 7PM.



## MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of December 21, 2016

**CALL TO ORDER:** The meeting was called to order by Secretary/Clerk Maureen Elliott at 7 PM in the Murphys Historical School. Present were Trustees Maureen Elliott, Jeff St. Louis, Patti Cripes, Guy Puccio and Caretaker Robert Yeadon. Trustee Jo Brooksher was absent

**QUORUM:** A quorum of four board members was present.

**PUBLIC COMMENTS:** None

**MINUTES:** St. Louis moved to accept the Minutes of November 16, 2016. The motion was seconded and passed 4/0

**CORRESPONDENCE:** 1. A series of emails from other cemetery districts on their policy on allowing a casket to be opened at the cemetery and on allowing family to view the casket being lowered was discussed. No action was taken.

2. An email was read where the person sending it had a large number of burial vaults for sale. No action was taken.

3. The SDRMA Annual Report on their insurance ratings was presented.

### **OLD BUSINESS:**

1. The letter to Mark Wilson on the dead trees on their property at the fence line with the cemetery was sent and a reply received. The Wilson's would like to coordinate with the next tree removal work done in the cemetery and have their trees removed at the same time.

2. The review of the Board Policy Manual was moved to next month since all board members had not studied the proposed draft.

3. A bid was received from Cooper Paving for paving the road from Cemetery Lane to the maintenance building and also from Cemetery Lane down past the IOOF and Section 6 back to Cemetery Lane. The total cost would be close to \$40,000 for all of that paving. Since this cannot be done until when weather improves, it will be considered at the next budget hearing when replacement of the water system will also be considered.

4. Elliott reported on Brooksher's meeting with John Harding. Mr. Harding had not understood the terms of the agreement concerning the Wooten plots so it was explained to him. Currently the Wooten's are not returning messages left for them and Mr Harding is having medical issues so it was suggested to table this discussion until the March board meeting when it is hoped that Mr. Harding will be in better health.

5. A design for the memorial marker area was presented. As drawn, it will hold 50 plots. Everyone liked the design so it will be drawn to a blueprint size so bids can be obtained.

6. Elliott reported that the security camera was installed.

7. Elliott reported that the front gate now opens and closes on a timer. The timer will need some further adjustments but currently the hours will be 7AM until 7PM. Summer hours will need to be decided on and a sign with the hours posted at the entry at a later board meeting

8. No bids were obtained to install the fencing yet so it was tabled until next month.

9. Discussion was held on SB 1179 Successor Rights requirements. Puccio had not yet studied SB 1179 so requested it wait until next month but Elliott pointed out the law takes effect Jan 1, 2017 so a decision on wording for the forms must be made this month. After a long discussion with no decisions made, the subject was closed for this meeting and will be finalized next month with all board members requested to submit any draft documents before the board meeting.

### **NEW BUSINESS:**

1. Elliott suggested that the cemetery consider using an AT&T Pay-as-you-go cell phone. They currently cost ten cents per minute, and this month there were only 90 minutes on the phone bill so it would have only cost \$9 with that type of service. The initial cost for these phones are about \$100. The board asked her to look into it further and, if the cost was as presented, to make the purchase.

2. Assembly Bill 2613 was explained to the board. It allows districts who do not treasurer their own funds to have only a financial compilation annually and a full audit done only every fifth year. At this time, there has been no word from the county on how they will implement this new ruling.

3. The monthly safety brochure "Safe Winter Driving" was discussed.

### **FINANCIAL REPORTS**

1. County financial reports YTD October 31, 2016 were presented

2. Budget vs Actuals YTD October 31, 2016 were presented

3. Invoices: Invoices to AT&T in the amount of \$4.64 for the phone book listing and \$53.06 for wireless phone service; Bob Yeadon \$20.87 to reimburse him for mileage and blower fuel; to Wiebe Electric \$2,150 for wiring the front gate and installing a new timer and a reimbursement to Harold Holmes for his plot in the amount of \$400. Elliott moved that all invoices be approved and paid. Motion seconded and passed 4/0

**CARETAKERS REPORT:** No caretakers report.

**TRUSTEE REPORTS/ITEMS OF INTEREST:** None

**ADJOURNMENT:** Elliott moved that the meeting be adjourned. Puccio seconded the motion. The motion passed 4/0 and the meeting was adjourned at 10:14PM

The next meeting will be held on January 18, 2017 at 7PM.