

MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of January 18, 2012

CALL TO ORDER: The meeting was called to order by President Alan Armstrong at 7:00 PM at the Historic Murphys School at 65 Jones Street, Murphys, CA. Present were Trustees Alan Armstrong, Maureen Elliott, Jeff St. Louis, caretaker Robert Yeadon and contractor Lance Machler. Absent was Trustee Kelly Wright.

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

AGENDA APPROVAL: Elliott moved to accept the Agenda as presented. Motion seconded by St. Louis. Motion passed 3/0

MINUTES: St. Louis moved to accept the Minutes of November 16, 2011 as presented. Elliott seconded the motion. The motion passed 3/0. (There was no meeting in Dec. 2011)

PUBLIC COMMENTS: There were no public comments.

CORRESPONDENCE: None

OLD BUSINESS:

1. Shade cover: Lance Machler brought the blueprints for the shade cover. He will update the price of materials and send a new bid. Cement slab will not be stamped concrete and the slab will be brought up to the level of the higher side of the existing slab. Stain samples are to be approved by the board before the wood is stained.
2. Letter to J. Harding: Armstrong presented a letter that was sent to J. Harding the day before the board meeting.

NEW BUSINESS:

Membership dues for the CA Association of Public Cemeteries are due. Elliott moved that the dues be paid. St. Louis seconded the motion. The motion passed 3/0

CARETAKER REPORT: Yeadon reported that no burning is currently allowed due to dry conditions, so CalFire will not come to clear brush until burning is allowed again.

A trailer hitch was made for the tractor so the trailer can be pulled by the tractor.

Shop rags and two battery chargers have been ordered.

There is quite a bit of poison oak in parts of the cemetery.

The family of Tim McCrary requested that the cemetery order a tile grave marker for them. They paid \$50 for the cost.

TRUSTEE REPORTS: There were no reports by the trustees.

DATE OF NEXT MEETING: St. Louis moved that the February board meeting be cancelled due to lack of business. Elliott seconded the motion. The motion passed 3/0

The date of the next board meeting will be March 21, 2012 at 7PM at the Historic Murphys School

ADJOURNMENT: Elliott moved that the meeting be adjourned. St. Louis seconded the motion. The motion passed 3/0 and the meeting was adjourned at 8:05 PM.

MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of March, 21, 2012

CALL TO ORDER: The meeting was called to order by President Alan Armstrong at 7:00 PM at the Historic Murphys School at 65 Jones Street, Murphys, CA. Present were Trustees Alan Armstrong, Maureen Elliott, Jeff St. Louis and Kelly Wright. Also present were caretaker Robert Yeadon, contractor Lance Machler and Joe Senn and Kelly Howard from St. Patricks Catholic Church, Murphys.

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

AGENDA APPROVAL: Wright moved to accept the Agenda as presented. Motion seconded by Elliott.

Motion passed 4/0

MINUTES: Elliott moved to accept the Minutes of January 18, 2012 as presented. Wright seconded the motion. The motion passed 4/0. (There was no meeting in February 2012)

PUBLIC COMMENTS: There were no public comments.

OLD BUSINESS:

1. Shade cover: Lance Machler showed the board several samples of wood stained in different colors. The board approved using rustic brown in semi-transparent stain for the trellis. Mr. Machler submitted a partial bill for the work done so far.

NEW BUSINESS:

1. St. Patrick's Catholic Church: Mr. Senn and Mr. Howard requested that, since the money from sales of plots in the Catholic Cemetery in Murphys was collected by the Murphys Cemetery District from 1967 thru 2009, that the Catholic Cemetery should be given some of that money back since the church members also pay tax money that is given to the Murphys Cemetery District. After discussion from both sides, the decision was made that the Church representatives should take this matter up with the county officials.

2. J. Harding: Mr. Harding did not attend the board meeting as he stated he would. Elliott moved that a letter be sent to Mr. Harding giving him until April 30, 2012 to remove the items on all plots that do not belong to him and from the cemetery district's plots and walkways. St. Louis seconded this motion. Al Armstrong to send this letter. Also, the owner of 3 of the plots used by Mr. Harding for his décor, Mr and Mrs. Wooten, should be contacted to see if they still intend to be buried in the plots.

3. Removal of section of cemetery fence: Bob Yeadon states that since his last replacement of this section of fence with new barbed wire, it has stayed intact. Decision made to wait and see if any further problem with this section of fence comes up.

4. American Flag: It was suggested that the EPVMD be asked to donate a flagpole and flag to honor the many veterans buried in Buena Vista Cemetery. Elliott to attend the EPVMD board meeting to make the request.

5. Trustee Expirations: A letter sent by the county lists no trustees with current terms, Elliott will contact the county and try to set this straight.

CORRESPONDENCE: Elliott presented the 2012 CA Cemetery Assoc. calendar that features Buena Vista Cemetery for the month of January.

A letter from the IRS on a check received that the IRS does not know what the money was for was presented. Elliott stated that, with the help of Jenkins Bookkeeping, the issue is solved.

LAFCO sent their annual request for candidates. Wright filled his name in as a candidate and Armstrong signed this request.

A letter on the annual audit requirement was presented. Elliott to check with the county auditor on our options.

FINANCIAL REPORTS:

Elliott presented a year to date financial report and a bill from Hartford Insurance for worker comp insurance.

CARETAKER REPORT: Yeadon reported he has purchased 2 battery chargers. Will need some pipe for drainage near Preston plots. Also needs about 25 T-posts for traffic control etc. CALFIRE will be working in the cemetery on April 9.

TRUSTEE REPORTS: Elliott stated she would start purchasing some plants for the area near the tennis courts.

DATE OF NEXT MEETING: The date of the next board meeting will be April 18, 2012 at 7PM at the Historic Murphys School

ADJOURNMENT: Elliott moved that the meeting be adjourned. Wright seconded the motion. The motion passed 4/0 and the meeting was adjourned at 8:40 PM.

MURPHYS CEMETERY DISTRICT
Minutes of the Board of Directors meeting of April 18, 2012

CALL TO ORDER: The meeting was called to order by President Alan Armstrong at 7:00 PM at the Historic Murphys School at 65 Jones Street, Murphys, CA. Present were Trustees Alan Armstrong, Maureen Elliott, Jeff St. Louis and Kelly Wright. Also present were caretaker Robert Yeadon and contractor Lance Machler.

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

AGENDA APPROVAL: Wright moved to accept the Agenda as presented. Motion seconded by St. Louis. Motion passed 4/0

MINUTES: St. Louis moved to accept the Minutes of March 21, 2012 as presented. Wright seconded the motion. The motion passed 4/0.

PUBLIC COMMENTS: There were no public comments.

CORRESPONDENCE: Armstrong signed the forms requested by our worker comp insurance company. Elliott will mail them.

OLD BUSINESS:

1. Gazebo: Lance Machler gave the board the county bld. dept. final on the gazebo and a copy of the blueprints as well as his final bill. He suggested the addition of planters around three sides of the gazebo and showed the board rock samples for building the planters. The Board asked him to bring 2 prices, one with the cheaper rock and the other with the rock that the board prefers.
2. Discussion was held on the flagpole and flag that Ebbetts Pass Veteran's District will donate for the cemetery. Lance Machler showed some proposed designs for the base and suggested doing in-ground lighting for the flag. He was instructed to bring a firm proposal to the board next month.
3. Letters to both Mr. and Mrs. Wooten and John Harding were approved by the board. Armstrong will contact County Council before the letters are mailed.
4. Discussion was held on petitioning the County Supervisors to either allow the district to have audits on a 5 year time table or having annual financial reviews instead of annual audits. Wright moved that the board pass a Resolution requesting that the County Supervisors allow the district to change to 5 year audits. St. Louis seconded the motion. The motion passed 4/0

NEW BUSINESS:

1. A member of the public called about installing a 6' high grave marker made from cement. The Murphys Cemetery District Policy booklet limits the height of grave markers to 3'.
2. Elliott told the board that the cemetery district had passed Resolution 1978-1 on Jan. 15, 1979 that had a 20 year limit on how long preneed plots could be held without a burial in them before the plots revert back to the cemetery district. Discussion was held on this and Elliott offered to formulate some type of form, based on that Resolution, that all preneed plot purchasers would be required to sign.
3. Discussion was held on the headstone deposit requirement. Elliott stated that it was difficult to implement collecting the deposit, since the district seldom has any contact with the family at the time of death and would not know who was to be responsible for paying this deposit. This subject was tabled until next month.

FINANCIAL REPORTS:

Elliott stated that the County Auditor's office had sent the 2012-13 budget pkg. with the suggestion that Districts adopt their prior year's final budget as their current year proposed budget and make any needed changes during the Final Budget process later in the year. Forms are due by June 18, 2012. This subject tabled until next month.

CARETAKER REPORT: Yeadon told the board he had been able to get a good number of community service workers this past month. The new drain pipes across the main road will be put in by Rod Tindell. Road base will be laid down on the perimeter road leading to the maintenance building in the coming weeks.

TRUSTEE REPORTS: Elliott stated 5 gal plants were purchased and had been planted by Bob Yeadon in the area near the tennis courts and additional donated shrubs had been planted in that same area along the fence. Coroner Kevin Raggio had called about the donation of a cremain plot for an indigent burial. There is one cremain plot left in the Center Section, Row 5, Plot 8. Yeadon will mark this plot and Elliott will let Raggio know its location. Raggio will obtain a veteran's gravemarker for the plot.

DATE OF NEXT MEETING: The date of the next board meeting will be May 16, 2012 at 7PM at the Historic Murphys School

ADJOURNMENT: Wright moved that the meeting be adjourned. Elliott seconded the motion. The motion passed 4/0 and the meeting was adjourned at 9:05 PM.

MURPHYS CEMETERY DISTRICT
Minutes of the Board of Directors meeting of May 16, 2012

CALL TO ORDER: The meeting was called to order by President Alan Armstrong at 7:05 PM at the Historic Murphys School at 65 Jones Street, Murphys, CA. Present were Trustees Alan Armstrong, Maureen Elliott, Jeff St. Louis and Kelly Wright. Also present were caretaker Robert Yeadon, contractor Lance Machler and Dan Hoyle.

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

AGENDA APPROVAL: St. Louis moved to accept the Agenda as presented. Motion seconded by Elliott. Motion passed 4/0

MINUTES: St. Louis moved to accept the Minutes of April 18, 2012 as presented. Wright seconded the motion. The motion passed 4/0.

PUBLIC COMMENTS: Dan Hoyle presented a proposal on removing/trimming trees in the cemetery at a cost of \$1,500.

CORRESPONDENCE: A letter from LAFCO candidate Jeff Davidson asking for votes was presented.

OLD BUSINESS:

1. Gazebo: Lance Machler brought a bid of \$4,800 for the flag pole and constructing planter boxes around 3 sides of the pergola. The board chose Roman Stone rock in a charcoal/tan color. St. Louis moved to accept the bid at a cost of \$4,800. Wright seconded the motion. The motion passed 4/0.
2. A letter from County Council on removal of decorative items from plots was discussed. The board asked Elliott to call the Wooten family concerning their plots. Decision on how to proceed tabled until next month.
3. Charging a deposit to ensure a headstone would be place on each burial site was discussed. Decision was made to not charge a headstone deposit due to the inability to enforce it except when a plot was purchased.
4. Discussion on selling plots pre-need to eligible non-residents was held based on information in a letter dated 2001 from County Council stating non-resident fees cannot be charged pre-need. Item to be tabled until next month.
5. Discussion was held on setting a policy on how long a plot can be held after purchase without any burial into the plot. Resolution 1978-1 passed Jan 15, 1979 had a policy of no longer than 20 years and that Resolution had never been modified. Item tabled until next month.
(Trustee Kelly Wright left the meeting at this time)

NEW BUSINESS:

1. Bills from State Farm Insurance for liability insurance and from Caretaker Robert Yeadon for reimbursements were presented. Warrants for the county to pay these costs were signed by trustees Armstrong and St. Louis.
2. Discussion on how to handle the gate installed in cemetery fence by neighboring property owner. Armstrong to send property owner a letter to notify them that they are not allowed to install entry gates into the cemetery.
3. Elliott told the board that the group leasing the tennis courts said that we had dead trees that could be a danger. The trees appear to be dying and should be removed but they are along Cemetery Lane, which is a county maintained road so the removal of those trees may be a county job. Armstrong will call the county to find out.

FINANCIAL REPORTS:

- 1 Plot sales in April: 2 cremain plots; 1 5x10 and 3 10x10 plots were sold in April 2012.
2. Budget Report YTD March 31, 2012 was presented.
3. Elliott moved that the Cemetery District accept last year's approved budget as the preliminary budget for fiscal year 2012-13. St. Louis seconded the motion. The motion passed 3/0

CARETAKER REPORT: Yeadon told the board 3 transfer truck loads of road base had been put on the cemetery's dirt roads and had been spread by Rod Tindel. The drainage pipes in areas of road erosion have been installed. An empty cremain container was found in a trash can with no indication of whose cremains it had held or where those cremains were placed.

TRUSTEE REPORTS: There were no reports from Trustees.

DATE OF NEXT MEETING: The date of the next board meeting will be June 20, 2012 at 7PM at the Historic Murphys School

ADJOURNMENT: Elliott moved that the meeting be adjourned. St. Louis seconded the motion. The motion passed 3/0 and the meeting was adjourned at 8:43 PM.

MURPHYS CEMETERY DISTRICT
Minutes of the Board of Directors meeting of June 20, 2012

CALL TO ORDER: The meeting was called to order by President Alan Armstrong at 7:22 PM at the Historic Murphys School at 65 Jones Street, Murphys, CA. Present were Trustees Alan Armstrong, Maureen Elliott and Jeff St. Louis. Absent was Trustee Kelly Wright. Also present was caretaker Robert Yeadon.

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

AGENDA APPROVAL: Elliott requested that a bill from Rod Tindell be added to the Agenda. St. Louis moved to accept the Agenda with that addition. Motion seconded by Elliott. Motion passed 3/0

MINUTES: St. Louis moved to accept the Minutes of May 16, 2012 as presented. Elliott seconded the motion. The motion passed 3/0.

PUBLIC COMMENTS: No members of the public were present.

CORRESPONDENCE: A donation of \$300 was received in memory of Wanda Orlandella to purchase markers for the unmarked baby graves. A letter was received from the children of Rolland Walker, giving their permission for the remains of Connie Bailey's parents to be placed in the Walker plot.

OLD BUSINESS:

1. Elliott reported that contractor Lance Machler plans to pour the base for the flagpole soon.
2. Armstrong, based on the letter from County Council on removal of decorative items from plots, will send a letter to J. Harding giving him 30 days to remove his items from the plots and walkways owned by the cemetery and 60 days to remove all items from plots owned by anyone but himself.
3. Elliott reported that the Wooten's had been called and they have decided to keep their 3 plots
4. Armstrong will send a letter to owner of APN 066-004-026 concerning the gate they have installed in the cemetery fence.
5. Armstrong to follow up with the county on the dead trees and also to ask them to look at the poor condition of Cemetery Lane and request they do some repairs on it.
6. Elliott moved that as of June 20, 2012, the Murphys Cemetery District no longer will sell plots pre-need to non-residents. St. Louis seconded the motion. The motion passed 3/0.
7. St. Louis moved that an agreement be prepared, to be signed at the time of plot purchase, that will limit to ten years the length of time a pre-need plot may be retained after purchase if the purchaser has have moved out of the district, is no longer paying property taxes in the District and no burial has been made in the plot. Elliott seconded the motion. The motion passed 3/0

NEW BUSINESS:

1. Hartford Insurance has notified that an increase in worker comp premium is due because of the increased salary range.
2. The area in Section 4 near the Kenfield/Thompson plots was walked by the Trustees and the caretaker. The area has been marked into 5 x 5 cremain plots since there are no visible signs of old burials there.

FINANCIAL REPORTS:

- 1 Plot sales in May: 3 cremain plots
2. Budget Report YTD April 30, 2012 was presented.
3. St. Louis moved that the District obtain a 2011-12 fiscal year audit by a CPA as soon as possible. Elliott seconded the motion. The motion passed 3/0
4. Elliott presented a bill from Rod Tindell. The bill includes the cost of all gravel put on the roads and all pipe purchased etc. Elliott moved that the bill be approved. St. Lois seconded the motion. The motion passed 3/0.

CARETAKER REPORT: Yeadon reported that the solar gate timer is not working. He will need new posts and chains to be installed on the newly graded Ditch Road. If an old computer could be found, he could use it to look up grave plots when the public asks him where someone is buried.

TRUSTEE REPORTS: There were no reports from Trustees.

DATE OF NEXT MEETING: The date of the next board meeting will be July 18, 2012 at 7PM at the Historic Murphys School

ADJOURNMENT: Elliott moved that the meeting be adjourned. St. Louis seconded the motion. The motion passed 3/0 and the meeting was adjourned at 9:10 PM.

MURPHYS CEMETERY DISTRICT
Minutes of the Board of Directors meeting of July 18, 2012

CALL TO ORDER: The meeting was called to order by President Alan Armstrong at 7:00 PM at the Historic Murphys School at 65 Jones Street, Murphys, CA. Present were Trustees Alan Armstrong, Maureen Elliott, Jeff St. Louis and Kelly Wright. Also present was caretaker Robert Yeadon and guest Louise Carniglia.

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

AGENDA APPROVAL: Elliott requested that a letter from the county concerning Conflict of Interest Codes be added to the Agenda under Correspondence. St. Louis moved to accept the Agenda with the above addition. Wright seconded the motion. The motion passed 4/0

MINUTES: Wright moved to accept the Minutes of June 20, 2012 as presented. St. Louis seconded the motion. The motion passed 4/0.

PUBLIC COMMENTS: There were no public comments.

CORRESPONDENCE:

1. Letter from county on Conflict of Interest codes. Elliott moved that the Cemetery District leave their current Conflict of Interest Code as is. St. Louis seconded the motion. The motion passed 4/0

2. County letter on repaying property tax for earlier years. Board does not find that the small amount that may be owed would be a budget problem. No action needed.

OLD BUSINESS:

1. Machler Construction to arrange for Gold Electric to wire the flag pole for lights. Bob Yeadon will obtain planter mix for the flower boxes.

2. Armstrong submitted a letter that will be mailed to J. Harding on removal of decorative items from plots. Elliott moved that the letter be mailed immediately. St. Louis seconded that motion. The motion passed 4/0

3. Armstrong presented a letter to be sent to J. Stai concerning the gate they have installed in the cemetery fence. Elliott moved that the letter be mailed immediately. St. Louis seconded the motion. The motion passed 4/0

4. Armstrong said he had forgotten to contact the county on the dead trees and the poor condition of Cemetery Lane. He will do it this week and report to the board next month.

5. Elliott reported that the increase in worker comp insurance for the 2011-12 contract will be decreased by \$222 due to the salary range being lower than the insurance company had thought.

NEW BUSINESS:

1. The board was told that County Ordinance does not allow dogs in cemeteries. The exception is that the cemetery can post that dogs are allowed but only on a leash. Yeadon will check the sign at the gate to see if it says this.

2. St. Louis moved that 4 benches that can be converted to tables be purchased from Costco at a estimated total cost of \$600 with Elliott ordering them, using her credit card, and will have them delivered to the caretaker's home. Elliott seconded the motion. The motion passed 4/0

3. After discussion, the date for dedication of the pergola and flag pole will be Saturday, Sept. 15, 2012 at 2PM

4. Elliott brought bank statements showing that the deposits to ensure gravemarkers were installed had not returned to families. Armstrong will take care of returning those deposits right away.

FINANCIAL REPORTS:

1 Plot sales since May board meeting: 3 cremain plots and 1 10x10 plot.

2. Budget Report YTD May 31, 2012 was presented.

3. St. Louis moved that the CPA firm of Bryant Jolley from Firebaugh be hired to do the required annual audit unless Wheeler CPA firm provides a lower bid. Wright seconded the motion. The motion passed 4/0

CARETAKER REPORT: Yeadon reported that the solar gate timer is not working and he will speak to Gold Electric about getting a new timer installed when that firm is at the cemetery to wire the flag pole lights.

TRUSTEE REPORTS: Elliott reported that Hocking Toilets had submitted a bill dated July 15 for cleaning the porta-pottie which is only 2 months since their bill dated May15. A message has been left for the company, asking if this was a mistake.

Elliott reported that a 10x10 plot was sold in 1995 to Ted Manuel with no location of the plot indicated on the receipt. Ted Manuel has been contacted.

Wright spoke about the CAPC annual seminar to be held in October at S. Lake Tahoe.

DATE OF NEXT MEETING: The date of the next board meeting will be August 15, 2012 at 7PM at the Historic Murphys School

ADJOURNMENT: St. Louis moved that the meeting be adjourned. Elliott seconded the motion. The motion passed 4/0 and the meeting was adjourned at 8:42 PM.

MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of August 15, 2012

CALL TO ORDER: The meeting was called to order by President Alan Armstrong at 7:00 PM at the Historic Murphys School at 65 Jones Street, Murphys, CA. Present were Trustees Alan Armstrong, Maureen Elliott, Jeff St. Louis. Absent at the start of the meeting was Trustee Kelly Wright who arrived at 7:20 PM. Also present were caretaker Robert Yeadon and guest Louise Carniglia who arrived at 7:25 PM.

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

AGENDA APPROVAL: Elliott moved to accept the Agenda as presented. The motion was seconded by St. Louis and passed 3/0.

MINUTES: St. Louis moved to accept the Minutes of July 18, 2012 as presented. Elliott seconded the motion. The motion passed 3/0.

PUBLIC COMMENTS: There were no public comments.

CORRESPONDENCE:

1. A letter from EDD concerning a shortfall in payment of one cent was presented to the board.
2. The annual CSDA Salary Review forms were discussed. Elliott will fill out the form and return to CSDA.
3. Invoices from Machler Construction for final payment on the flagpole installation and planters; Hocking toilets for cleaning and reimbursement to Maureen Elliott for benches for the pergola were all approved.

OLD BUSINESS:

1. The flagpole is installed but the lights are not yet installed. Gold Country Electric is ordering lights and will install them.
2. Armstrong stated he mailed the letter to J. Harding on July 24, 2012, concerning his removing excess items he installed on cemetery plots. No response has yet been received.
3. Armstrong stated he mailed the letter to J. Stai on July 24, 2012, concerning the gate they have installed in the cemetery fence. No response has been received yet.
4. Armstrong said he had not yet spoke to the county about the dead trees and the poor condition of Cemetery Lane. He was told that Public Works now has an on-line form to use for this type of thing.
5. Wright moved that the cemetery install a sign at the entrance, making people aware of the County Ordinance on dogs being required to be on leashes. St Louis seconded the motion and the motion passed 4/0.
6. Armstrong mailed 2 of the headstone deposit refunds but had lost the information on the others. Elliott will email him the info.
7. Elliott reported that she had spoken to Ted Manuel and he told her where the plots he purchased are located. After review of that area, the plot could only be 9' by 10' and because of tree roots at the back of the plot, it would be difficult to have anything but cremains in the plot. Elliott will call Manuel again and explain this.

NEW BUSINESS:

1. The pergola and flagpole dedication will be held Sept. 15 at 2PM. Invitations will be mailed to some people and news releases will be sent out inviting the public to attend. Linda Woolworth will be invited to sing and folding chairs will be procured. Bottles of water will also be available.
2. It was proposed that the cement block building needed to be painted. Paint colors were discussed. St. Louis moved that the building be painted at an approximate cost of \$150 with the paint being tan. Wright seconded the motion and the motion passed 4/0
3. Caretaker Bob Yeadon stated that it can be hot in the afternoon in the pergola and asked the board to consider purchasing a shade cover. Wright moved that the purchase of a shade cover up to a cost of \$200 be purchased. St. Louis seconded the motion and the motion passed 4/0
4. Elliott reported that two more families had donated money toward fencing the area where the 2 Martell and 1 Manuel baby are buried. The total donated this year for the project is now \$675.

FINANCIAL REPORTS:

- 1 Plot sales during July: 2 cremain plots and 1 5x10 plot.
2. Since the county has not yet sent out the YTD June 30, 2012 Financial Reports, a fiscal year report is not available.
3. Elliott reported that she had met with Bryant Jolley CPA to do the required annual audit. He will not be able to finish the audit until the county sends the end of fiscal year financial reports.

CARETAKER REPORT: Yeadon reported that 3 road signs are needed to direct traffic. St. Louis moved that these signs be ordered. Elliott seconded the motion and the motion passed 4/0.

Yeadon has been in contact with the granddaughter of the Tindells and will be getting a photo and bio from her.
TRUSTEE REPORTS: Elliott reported on the problem of people burying cremains in family plots that they already own without notifying the cemetery or supplying burial permits.

Discussion was also held on what appears to be a tradition of “reserving” a plot for future purchase.

DATE OF NEXT MEETING: The date of the next board meeting will be September 19, 2012 at 7PM at the Historic Murphys School

ADJOURNMENT: Elliott moved that the meeting be adjourned. Wright seconded the motion. The motion passed 4/0 and the meeting was adjourned at 8:47 PM.

MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of September 19, 2012

CALL TO ORDER: The meeting was called to order by President Alan Armstrong at 7:00 PM at the Historic Murphys School at 65 Jones Street, Murphys, CA. Present were Trustees Alan Armstrong, Maureen Elliott, Jeff St. Louis & Kelly Wright. Also present were caretaker Robert Yeadon and guest Bert Abreo of the NSGW.

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

AGENDA APPROVAL: Wright moved to accept the Agenda as presented. The motion was seconded by St. Louis and passed 4/0.

MINUTES: Wright moved to accept the Minutes of August 15, 2012 as presented. St. Louis seconded the motion. The motion passed 4/0.

PUBLIC COMMENTS: Bert Abreo of the NSGW presented a proposal that Buena Vista Cemetery be dedicated by the NSGW and the NDGW in memory of the native sons and daughters buried there. The ceremony would be held in March, 2013 with a plaque being mounted to a stone pillar at the entrance to the cemetery. The board was in favor of this proposal but felt they need to check with the county to find out if the county must also agree. Elliott to contact our Supervisor.

CORRESPONDENCE:

1. A letter from PG&E telling us that our meter is now on "time of use" was presented.
2. The reply letter from Jeff Stai on the reason he put a gate in the cemetery fence was read. The board feels he did not understand that no gates are allowed. Armstrong will write again, sending the letter by registered mail. .
3. A letter from a union requesting that the cemetery board object to the CAPC using Hyatt hotels for their conference was read. No action will be taken by the board.
4. A letter from the Co. Treasurer on auctioning off tax delinquent parcels was read. No action will be taken by the board.
5. A letter from prospective board member Louise Carniglia was read.
6. A letter from the county on a proposal to unify all special district elections to coincide with general elections was read. Decision moved to next month.

OLD BUSINESS:

1. The board discussed the dedication ceremony and the late announcement of the event in the Enterprise. Elliott moved that Armstrong write a letter to the Enterprise, concerning the late news release, on behalf of the board. Wright seconded the motion. The motion passed 4/0
2. No response has been heard from J. Harding on the cemetery board's request that he remove all décor from cemetery owned land and from plots owned by anyone other than himself. Elliott moved that Armstrong is to send another letter to Mr. Harding, by return receipt registered mail.
3. Armstrong said he had not yet spoke to the county about the dead trees and the poor condition of the county road through the cemetery. He will take care of it by next month.
4. One of the headstone deposit refunds, for the grave of C. McCleod, was returned with no forwarding address. Elliott told the board that a large part of the costs for the C. McLeod plot were paid by another person. St. Louis moved that the \$50 refund be mailed to that other person if we have his address. Elliott seconded the motion. The motion passed 4/0.

NEW BUSINESS:

1. Invoices for paint, road signs and dedication expenses were presented. St. Louis moved that the invoices be paid. Wright seconded the motion. The motion passed 4/0
2. St. Louis moved that caretaker Bob Yeadon be reimbursed for the fuel and other items he paid for. Elliott seconded the motion. The motion passed 4/0
3. Elliott reported that cats or raccoons were using a sand filled plot as a litter box and that the smell was pretty bad. The plot owner has been notified and will take steps to discourage this problem.

FINANCIAL REPORTS:

- 1 Plot sales during September: 1 cremain plot and 1 5x10 plot.
2. A proposed final budget for fiscal year 2012 -13 was discussed. Wright moved that the proposed budget be adopted and sent to the county as presented. St. Louis seconded the motion. The motion passed 4/0
3. Elliott reported that the Annual Audit was completed and a copy of the audit was presented to the board. Elliott will forward a copy to the County Auditor's office for their files.

CARETAKER REPORT: Yeadon reported Gold Electric would order a new timer for the cemetery gate and install it.

He would like to gate the areas at the left side of the maintenance building for closed storage. Elliott moved that Yeadon be authorized to purchase lumber etc. to build an install a gate at each end of the space between the building and the fence. Wright seconded the motion. The motion passed 4/0.

TRUSTEE REPORTS: Elliott asked if the board had any ideas of how to stop people from burying cremains in plots that they already own without notifying the cemetery or supplying burial permits. One idea was to request that the monument companies notify the cemetery before installing any grave marker so that the cemetery could verify that they had a burial permit on file for the deceased.

DATE OF NEXT MEETING: The date of the next board meeting will be October 17, 2012 at 7PM at the Historic Murphys School

ADJOURNMENT: Elliott moved that the meeting be adjourned. Wright seconded the motion. The motion passed 4/0 and the meeting was adjourned at 8:37 PM

MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of October 17, 2012

CALL TO ORDER: The meeting was called to order by President Alan Armstrong at 7:00 PM at the Historic Murphys School at 65 Jones Street, Murphys, CA. Present were Trustees Alan Armstrong, Maureen Elliott, Jeff St. Louis & Kelly Wright. Also present was caretaker Robert Yeadon.

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

AGENDA APPROVAL: Wright moved to accept the Agenda as presented. The motion was seconded by St. Louis and passed 4/0.

MINUTES: Wright moved to accept the Minutes of September 19, 2012 as presented. St. Louis seconded the motion. The motion passed 4/0.

PUBLIC COMMENTS: No public comments were made.

CORRESPONDENCE:

1. A second letter from PG&E telling us that our meter is now on "time of use" was presented.
2. A notice on the required ethics class was presented. Caretaker Bob Yeadon and trustee Maureen Elliott indicated they had already signed up for the class.
3. A letter from the State Controllers office on the annual compensation report was presented. Elliott will take care of preparing and sending the required report.

OLD BUSINESS:

1. The letter to J. Stai about the gate he installed in the cemetery fence was not yet sent by Al Armstrong. He will send it out immediately by registered mail as approved by the board in September.
2. Al Armstrong stated he had not sent the board approved letter to J. Harding because he wanted additional wording to add to the letter. Elliott will send him a copy of the wording in the letter from county council on this matter so the letter can be sent by registered mail as approved by the board in September.
3. Armstrong said he had tried to reach Bob Packinger at Public Works concerning the dead trees and the condition of the county road through the cemetery. Elliott reminded him that Public Works has an on-line form to contact them on matters such as this. Armstrong will take care of this immediately.
4. Elliott asked Armstrong if he had mailed back all the deposits the cemetery had for headstone installation. He stated he had.
5. The letter and two Resolutions sent to the special districts by the County Elections Office were presented. St. Louis moved that the board approve the consolidation of elections. Wright seconded the motion. The motion passed 4/0. Elliott will send the signed Resolutions to the county.
6. The matter of the dedication of Buena Vista Cemetery by the NSGW and the NDGW was discussed. Elliott was instructed to contact the NSGW contact person and tell them we approve their plan.

NEW BUSINESS:

1. Whether volunteer workers at the cemetery are covered by the liability insurance for the cemetery was discussed. State Farm indicates that all visitors, workers and board members are covered under the policy according to Armstrong's conversation with our agent.
2. Elliott reported that two vehicles had been found by cemetery visitors in early morning hours with people sleeping in them. At one visit the people stated a woman got out of her vehicle and brushed her teeth at a faucet near where they were standing. Elliott has called the sheriff's dept and asked for an occasional drive-through of the cemetery.

To ensure the gate will close automatically at dusk, it was decided to find out if electricity could be provided to the gate. Armstrong volunteered to speak with Gold Electric about this and report at the next board meeting.

FINANCIAL REPORTS:

1. Plot sales during September: 1 5'x5'; 1 5'x10'.
2. Invoices:

Annual CPA Audit: \$3,500

Gold Electric: \$980.17 for lights for the flag

PO Box Rent: \$56

Robert Yeadon: Fuel reimbursement \$32.25

Wright moved that all invoices be approved and paid. Elliott seconded the motion. The motion passed 4/0.

3. Elliott reported that the county had only sent out financial reports through Aug 31, 2012. She presented a "checkbook" register report on what bills had been submitted to the county through Sept. 30, 2012

CARETAKER REPORT: Yeadon reported that the cremain container that was glued on top of an existing grave was still there. Elliott will contact the family again about burying the cremains or removing the container. The tractor ram that lifts the bucket needs servicing. Yeadon stated it will need to go to a John Deere dealer. The tractor will also need 2 front tires soon.

TRUSTEE REPORTS: No reports were made.

DATE OF NEXT MEETING: The date of the next board meeting will be November 21, 2012 at 7PM at the Historic Murphys School

ADJOURNMENT: Elliott moved that the meeting be adjourned. Wright seconded the motion. The motion passed 4/0 and the meeting was adjourned at 8:05 PM

MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of November 21, 2012

CALL TO ORDER: The meeting was called to order by President Alan Armstrong at 7:00 PM at the Historic Murphys School at 65 Jones Street, Murphys, CA. Present were Trustees Alan Armstrong, Maureen Elliott, Jeff St. Louis & Kelly Wright. Also present were caretaker Robert Yeadon and Louise Carniglia.

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

AGENDA APPROVAL: Wright moved to accept the Agenda as presented. The motion was seconded by Elliott and passed 4/0.

MINUTES: Wright moved to accept the Minutes of October 17, 2012 as presented. St. Louis seconded the motion. The motion passed 4/0.

PUBLIC COMMENTS: Ms. Carniglia stated that the cemetery was maintained very well.

CORRESPONDENCE: A letter from the CA Assoc. of Public Cemeteries was presented. It requested that each district respond as to whether or not they would support a law allowing anyone who had any interest in the cemetery, whether they lived in the district or not, to be buried there. "Interest" was defined as someone who had attended funerals or other events in the cemetery. Elliott moved that the Murphys Cemetery District oppose this proposed legislation. Wright seconded the motion and it passed 4/0.

OLD BUSINESS:

1. Armstrong reported that the letter to J. Stai concerning the gate he installed had not yet been mailed but will go out Nov. 27th by registered mail.
2. Armstrong reported that he had not mailed the letter to J. Harding concerning items he has placed on grave plots. It will be sent by registered mail on Nov. 27.
3. Armstrong said would be picking up a work order form from the county Public Works Dept. on removal of our dead trees and the need for road repairs and would fill it out and return it to them.
4. Armstrong stated he did not have the address to return the headstone deposit to L. Bunch. Elliott gave him the mailing address.
5. Two of the board members and the caretaker and prospective board member Louise Carniglia attended the county Ethics Class.
6. The letter and two Resolutions sent to the special districts by the County Elections Office concerning consolidation of elections were sent to the district by mistake so the Resolutions they approved in October were not necessary.
7. Electricity for front gate was discussed along with the possibility of getting electricity from the old Murphys School house.
9. The dedication of Buena Vista Cemetery by the NSGW and the NDGW is supposed to be on March 10, 2013 but Elliott believes that the date should be March 9 since the letter states it is on a Saturday and the 10th is a Sunday.

NEW BUSINESS:

1. The possible purchase of a power road grader which would be pulled behind the tractor was discussed. No action was taken.
2. The website/domain name is expiring soon. St. Louis moved to renew them for 1 year. Wright seconded the motion and it passed 4/0.

FINANCIAL REPORTS:

1. Plot sales during October were 1 5'x5' and 1 5'x10'.
2. Invoices:
 - Robert Yeadon: \$86.80
 - Refund on plot to William Weller \$500
 - Annual dues to CAPC \$60

Wright moved that all the invoices be approved and paid. Elliott seconded the motion. The motion passed 4/0.

3. Financial reports as of October 31, 2012 were presented.
4. Elliott reported that the County Auditor's office wants their budget attestation changed so that the LAFC fee and potential interest earned will match what the Supervisors approved. However the numbers sent out by the county were inaccurate and after a couple of emails, they revised the new budget attestation form to fix the mistake. The new budget attestation form was approved and signed by all of the trustees and Elliott will email it to the Auditor's office.

CARETAKER REPORT: The caretaker had nothing to report.

TRUSTEE REPORTS: No reports were made.

Discussion was held on canceling the December board meeting. Wright moved that no board meeting be held in December. St. Louis seconded the motion and it passed 4/0

DATE OF NEXT MEETING: The date of the next board meeting will be January 16, 2013 at 7PM at the Historic Murphys School

ADJOURNMENT: Wright moved that the meeting be adjourned. Elliott seconded the motion. The motion passed 4/0 and the meeting was adjourned at 8:11 PM