

MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of January 21, 2015

CALL TO ORDER: The meeting was called to order by President Alan Armstrong at 7:00 PM. Present were Trustees Alan Armstrong, Jo Brooksher, Maureen Elliott, Jeff St. Louis. Absent was Trustee Louise Carniglia. Also present caretaker Robert Yeadon.

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

PUBLIC COMMENTS: None

MINUTES: St. Louis moved to accept the Minutes of December 17, 2014 as presented. Brooksher seconded. The motion passed 4/0.

CORRESPONDENCE:

1. A letter from the Calaveras County Auditor concerning the IRS and the Affordable Care Act was read. Not action taken.
2. Email from Attorney Steve Quintella was read and discussed. He offered a free legal guide for cemetery districts. The board will take him up on the offer. A second email from him explained that new officers are to be chosen each January. St Louis moved that Armstrong be elected Chair, Brooksher be elected Vice Chair and Elliott be elected Secretary. Those trustees accepted the positions and the motion passed 4/0
3. Email from board member Louise Carniglia offering to resign from the board due to her inability to attend more than 3 meetings per year. The offer was discussed. Brooksher moved to accept the offer to resign. The motion was seconded by Elliott and passed 4/0. Carniglia will be notified by letter. Possible new trustees were discussed and each trustee was asked to make inquiries of people they know who are qualified. Elliott will notify the county of the vacancy.

OLD BUSINESS:

1. Yeadon reported that, since the water is turned off for the winter, the cement work on the Baby Plot will have to wait until Spring.
2. The possibility that the county auditor might start charging to take deposits and pay bills was discussed. Elliott told the board that the CA Health & Safety Code Sect. 9028c has: *Except as provided in Section 9077, the county treasurer of the principal county shall act as the district treasurer. The county treasurer shall receive no compensation for the receipt and disbursement of money of the district.* Moved, seconded an approved 4/0 that Elliott should write to the Auditor about this.
3. A review of the meeting with Attorney Steve Airola and John Harding on Dec. 19, 2014 in the cemetery was held. A letter, dated Dec. 24, 2014, from Attorney Airola was read and discussed. A response, turning down the proposal in the letter, was formulated by the board and Elliott was instructed to type it and send the response to Airola.

NEW BUSINESS:

1. Invoices to reimburse Robert Yeadon \$56 for the purchase of diesel fuel; to pay A-1 Land Management \$990 for removal of dead trees and to reimburse Maureen Elliott \$38.98 for purchase of current labor law posters were presented Elliott moved to approve the invoices; St Louis seconded the motion and the motion passed 4/0.
2. No safety brochure was received from SDRMA this month.

FINANCIAL REPORTS:

1. Fiscal reports as of November 30, 2014 were presented.

CARETAKER REPORT: Yeadon requested that he be allowed to price 'clamp on fork lifts' for the tractor so he can lift and open up burn piles. He will bring a price to the board.

TRUSTEE REPORTS: Trustee Elliott requested approval to have the caretaker call Angels Pest to arrange for weed spraying. Trustee Brooksher asked about holding area or regional meetings.

DATE OF NEXT MEETING: The date of the next board meeting will be Wednesday, February 18, 2015 at 7PM at the Historic Murphys School

ADJOURNMENT: Elliott moved that the meeting be adjourned. Brooksher 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 February 18, 2015

CALL TO ORDER: The meeting was called to order by Trustee Maureen Elliott at 7:05 PM. Present were Trustees Jo Brooksher, Maureen Elliott, Jeff St. Louis. Absent was Trustee Alan Armstrong. Also present caretaker Robert Yeadon.

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

PUBLIC COMMENTS: None

MINUTES: Brooksher moved to accept the Minutes of January 21, 2015 as presented. St. Louis seconded. The motion passed 3/0.

CORRESPONDENCE:

1. The SDRMA Annual Review Questionnaire was discussed. Elliott will take care of filling out the questionnaire. SDRMA notified the board that the rates for workers comp insurance will remain the same as last year.
2. A letter from Fechter & Co, CPAs was discussed. No action taken.
3. The notification from CSDA that they are seeking nominations for director positions was discussed. No action taken.
4. The board members were reminded that the Notice of Annual Statement of Economic Interest forms are due and must be filled out by each board member and returned to the county.

OLD BUSINESS:

1. The Calaveras County Auditor's response to the question of whether they can legally charge fees to cemetery districts was discussed. Since she feels that the county will not allow her to charge fees, this item will be tabled unless it becomes an issue in the future.
2. Since no response has been received from Attorney Stephen Airola, concerning the letter dated January 27 rejecting the proposal made about John Harding, the board discussed what should be done since Mr. Harding was told to remove all items off cemetery land by December 30, 2014. A letter to Mr. Harding was formulated and Brooksher moved that the letter be typed by the board secretary and mailed to Mr. Harding with a copy to Attorney Stephen Airola, letting Mr. Harding know that the cemetery caretaker has been instructed to proceed to remove all items on cemetery land that are not on plots where Mr. Harding has internment rights. St. Louis seconded the motion and it passed 3/0.

NEW BUSINESS:

1. Invoices to reimburse Robert Yeadon \$28.65 for the purchase of diesel fuel; and to reimburse Maureen Elliott \$19.28 for purchase of parts for the blower were presented Elliott moved to approve the invoices; St Louis seconded the motion and the motion passed 3/0.
2. A discussion on the possibility of installing a columbarium in the cemetery in a year or so was held. No action taken and this item will be reviewed at a later board meeting
3. The new CA law on medical leave for all employees starting July 1, 2015 was discussed. Elliott will ask bookkeeper Jill Jenkins if she will be notifying employees of how many hours they have on the books.
4. No safety brochure was received from SDRMA this month.

FINANCIAL REPORTS:

1. Fiscal reports as of December 31, 2014 were presented. The income shows \$450 higher than the actual income due to the county inputting a deposit of \$450 in the cemetery general fund instead of the Endowment Fund. The county has been asked to correct their mistake.

CARETAKER REPORT: Yeadon requested that he be allowed to purchase a clamp on fork lift for the tractor. Brooksher moved the caretaker be allowed to purchase clamp on pallet forks for the tractor, with the cost not to exceed \$200 plus any tax. St. Louis seconded the motion and it passed 3/0.

The caretaker reported that the water was back on in the cemetery since workers had been requesting that water be available. He has poured the footing for the Baby Plot and will be continuing to work on it as time allows. Angels Pest Co. had starting spraying for weeds in the cemetery at the same price they charged last year.

TRUSTEE REPORTS: Trustee Elliott reported that the county has been notified of the vacant trustee position and will be running an ad. Trustee Armstrong has a possible candidate and has provided them with the application.

DATE OF NEXT MEETING: The date of the next board meeting will be Wednesday, March 18, 2015 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 8:15 PM

MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of March 18, 2015

CALL TO ORDER: The meeting was called to order by Chairman Alan Armstrong at 7:00 PM. Present were Trustees Alan Armstrong, Jo Brooksher, Maureen Elliott, Jeff St. Louis. Also present caretaker Robert Yeadon and John Harding, Larry Bridges.

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

PUBLIC COMMENTS: None

MINUTES: St.Louis moved to accept the Minutes of February 18, 2015 as presented. Elliott seconded. The motion passed 4/0.

CORRESPONDENCE: None

OLD BUSINESS:

1. Review of correspondence concerning John Harding: The only correspondence concerning Mr. Harding was in the form of phone calls from Attorney Steve Airola to Bob Yeadon on March 3, and to Trustee Elliott on March 10 as well as calls from John Harding to Elliott on March 11.

Mr. Harding presented a letter from J. Wooten giving Harding permission to take care of and use the 3 plots where J. Wooten has burial rights. Harding stated that earlier boards had given him permission to “do what I did” and now, 11 years later, he is being asked to remove the items. He stated he attended 3 board meetings in earlier years and was never told to stop or to remove items. He also installed a water line to his the plot where his wife is buried. Discussion was held between Mr. Harding and Armstrong and Yeadon, who were both on the board in those earlier years. Armstrong pointed out that the board back then did not know that Harding was also placing items on the 3 Wooten lots and Harding asked him where the rules were from 11 years ago stating that items could not be put on plots. Further discussion was held, with both Armstrong and Yeadon maintaining that Harding only came to one board meeting, at the request of the board, and at that meeting he was told to stop placing more items. Elliott stated that there were only one set of minutes where it said Mr.Harding attended a board meeting and that many letters had been sent to him, all of which he had ignored.

Mr. Bridges then entered into a conversation with board members demanding to know why they had moved and replaced survey stakes in the area of Robin Harding’s plot. When told no markers had been moved he then entered into a heated and loud dialog where he demanded to know why the caretaker sat at the table with the board members amongst other things. After getting order, John Harding was asked if he felt that any markers for plots where he held burial rights had been moved and he responded that he did not. Harding stated that he would remove his items that are on cemetery plots/walkways etc. Elliott moved that Mr. Harding be given until April 30 to remove those items and that after that date, the caretaker was to remove them. Motion seconded by St. Louis and passed 4/0. At this point, Mr. Harding and Mr. Bridges left the meeting

2. Elliott reported that Jenkins Bookkeeping would check on whether their software would be able to figure the medical leave and would let us know. If they are not able to do this, the board will have to figure it themselves and provide records to the caretaker.

NEW BUSINESS:

1. Invoices to reimburse Robert Yeadon \$192.98 for the purchase of tractor fork lift and a dump run; to pay Angels Pest \$2,300 for weed spraying and SDRMA \$341 for worker comp insurance were presented Elliott moved to approve the invoices; St Louis seconded the motion and the motion passed 4/0.

2. Elliott told the board that a member of the public had let her know that his check, written in 1990, for burial rights to a cremain plot was never cashed. Discussion and agreement that he should only be charged the rate in 1990 and not the Endowment fee, which was not in effect in 1990.

3. The new CA law on medical leave for all employees starting July 1, 2015 was discussed. Elliott will ask bookkeeper Jill Jenkins if she will be notifying employees of how many hours they have on the books.

4. SDRMA safety brochure was on Hazards Awareness. The brochure was discussed and given to the caretaker.

FINANCIAL REPORTS:

1. Fiscal reports as of January 31, 2015 were presented. The mistake of \$450 made by the county, has been corrected.

CARETAKER REPORT: Yeadon told the board that the clamp on fork lift for the tractor arrive and is very sturdy. He has had no community service workers for several months. He has been opening up ditches that got filled in with the last heavy rain.

TRUSTEE REPORTS: Armstrong said he gave the application to become a board member to someone and will email them to see if they turned it in to the county.

DATE OF NEXT MEETING: The date of the next board meeting will be Wednesday, April 15, 2015 at 7PM at the Historic Murphys School

ADJOURNMENT: Elliott moved that the meeting be adjourned. Brooksher 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 April 15, 2015

CALL TO ORDER: The meeting was called to order by Chairman Alan Armstrong at 7:02 PM. Present were Trustees Alan Armstrong, Jo Brooksher, Maureen Elliott, Jeff St. Louis. Also present caretaker Robert Yeadon

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

PUBLIC COMMENTS: None

MINUTES: Brooksher moved to accept the Minutes of February 18, 2015 as presented. St. Louis seconded. The motion passed 4/0.

CORRESPONDENCE: None

OLD BUSINESS: John Harding: Removal of items:

The caretaker reported that none of the items that Harding agreed to remove by April 30 were gone yet. Discussion held on what should be done about the large items on the plots where the Wootens have burial rights. Moved and seconded to send a letter to County Council, describing the situation and asking for a legal opinion on options.

NEW BUSINESS:

1. Invoices to reimburse Robert Yeadon \$26.50 for the purchase of fuel for the tractor and blower and to pay State Farm \$310 for annual policy for liability insurance were presented and approved for payment.
2. Possible Memorial Plot: Discussion was held on allowing a plot where a memorial marker could be placed by families to honor someone who is deceased but not buried in Buena Vista Cemetery. An area in the new section is very rocky and probably not suitable for burials so might be suitable for this purpose. Trustees will meet before the next board meeting to view this area and take measurements.
3. SDRMA safety brochure was on Back Safety: Lift Well, Live Well. The brochure was discussed and given to the caretaker.

FINANCIAL REPORTS:

1. Fiscal reports as of February 28, 2015 were presented.
2. The Budget vs Actuals YTD February 28, 2015 were presented
3. IRS sent a notice that the last quarter payroll taxes for 2014 had not been paid. Elliott called them and they agreed to waive the penalty and interest if the amount was paid by May 7. Bookkeeper was contacted and she will take care of this issue.

CARETAKER REPORT: Yeadon told the board that the clamp on fork lift for the tractor is very useful when he has a burn pile. He will require a day off next week for medical care.

TRUSTEE REPORTS:

1. Elliott showed the board the current copy of the CASDA magazine which has an article on Buena Vista Cemetery's dedication ceremony by the NSGW and the NDGW.
2. Discussion was held on finding a replacement for the board position that is vacant. Elliott will contact the county to find out if any applications have been turned in. If they have no applications, an ad is to be put on ThePinetree.org.

DATE OF NEXT MEETING: Due to a conflict with the normal board meeting date, the meeting in May will be held a day early, at 7 PM on Tuesday May 19, 2015 in the Ebbetts Pass Veteran's Hall on School Street, with a meeting of the Trustees in the cemetery at 6:45PM.

ADJOURNMENT: Elliott moved that the meeting be adjourned. Brooksher 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 May 19, 2015

CALL TO ORDER: The meeting was called to order by Chairman Alan Armstrong at 7:03 PM in the Ebbetts Pass Veteran's Memorial District hall. Present were Trustees Alan Armstrong, Maureen Elliott, Guy Puccio, Jeff St. Louis. Absent was trustee Jo Brooksher. Also present caretaker Robert Yeadon.

President Armstrong swore in new trustee Guy Puccio.

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

PUBLIC COMMENTS: None

MINUTES: St. Louis moved to accept the Minutes of April 15, 2015 as presented. Elliott seconded. The motion passed 3/0/1. The person abstaining was Puccio who was not present at the April 15th meeting so could not vote on the minutes.

CORRESPONDENCE: None

OLD BUSINESS:

1. HardingWooten plots: The caretaker reported that the items that Harding agreed to remove, were gone by the April 15 deadline. Piles of debris were left, which the caretaker removed. Discussion held on what should be done about the large items on the plots where the Wootens have burial rights. The board agreed to table this item until the July board meeting so research could be done.

2. Potential Memorial Area: the board agreed to meet in the cemetery at 6:30 PM on June 17th, to view this area.

NEW BUSINESS:

1. Invoices to reimburse Maureen Elliott \$12 for the Air Quality Control burn permit and to reimburse Robert Yeadon \$31.99 for fuel and work gloves were presented and approved for payment.

2. Elliott moved that the Murphys Cemetery District approve the 2015-16 preliminary budget, using the same amounts as the final budget for the 2014-15 fiscal year. The motion was seconded by St. Louis and passed 4/0

3. Elliott reported that a request for CalFire workers to remove dead trees was faxed to them.

4. SDRMA safety brochure was on Heat Stress. The brochure was discussed and given to the caretaker.

FINANCIAL REPORTS:

1. County Financial reports as of March 31, 2015 were presented. Elliott reported that the State Farm bill submitted to the county on March 18 was not paid in March. She checked with the Auditor's office and the bill is now paid.

2. The Budget vs Actuals YTD March 31, 2015 was presented

CARETAKER REPORT: Yeadon told the board both the Center Section and Section 6 were cleaned up. The porta potty will be pumped this week. He also cleaned up the broken concrete left by John Harding when he removed his decorative items.

TRUSTEE REPORTS: None

DATE OF NEXT MEETING: The next meeting will be held on Wednesday, June 17 at 7PM in the Murphys Schoolhouse. The trustees will meet in the cemetery at 6:30PM to look at the area proposed for memorial markers.

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 June 17, 2015

CALL TO ORDER: The meeting was called to order by Chairman Alan Armstrong at 7:12 PM in the Ebbetts Pass Veteran's Memorial District hall. Present were Trustees Alan Armstrong, Jo Brooksher, Maureen Elliott, Guy Puccio, Jeff St. Louis. Also present caretaker Robert Yeadon.

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

PUBLIC COMMENTS: None

MINUTES: Puccio moved to accept the Minutes of May 19, 2015 as presented. St. Louis seconded. The motion passed 4/0/1. (The person abstaining was Brooksher who was not present at the May 19 meeting so could not vote on the minutes.)

CORRESPONDENCE:

1. Elliott explained that a letter had been received from the IRS dated June 3, concerning the unpaid Dec. 2014 quarterly payroll taxes. She emailed the bookkeeper about the letter but they did not respond. A 2nd letter from the IRS was received dated June 15, which explained that the penalty for late payment was being waived and that the issue of payment was now closed.
2. Discussion was held on the 3 candidates running for the CSDA board. Elliott moved that the Murphys Cemetery District vote for Noelle Mattock as their selection of candidates. Brooksher seconded the motion and the motion passed 5/0
3. A letter from the CA State Controller, concerning the 2 state financial reports that must be filed, was discussed. It was decided that Elliott would file the Local Government Compensation report and would request the county auditor to file the Special Districts Financial Transactions Report.
4. Elliott reported that a letter from AT&T stating that the cemetery phone was to be disconnected for non payment of \$37.44, was received from the county auditor's office on May 26. AT&T was contacted by Elliott, and they stated that the amount not paid was for long distance service of the April bill. The county stated they had paid it and sent a check register showing a check for the disputed amount was paid on April 24. AT&T requested the front and back of the check, which was procured and emailed to AT&T. On June 5, AT&T sent confirmation that they had traced the payment and transferred the funds to the cemetery account.

OLD BUSINESS:

1. Discussion was held on the area planned for a potential memorial marker site. Elliott moved that the site as viewed today by the trustees, be accepted for a cremain and memorial marker site. Brooksher seconded the motion and the motion passed 5/0. Discussion held on design of the site and all agreed that markers would be identical in size and only flat markers would be allowed. Both buried cremains and memorial markers for those buried/cremains scattered elsewhere will be allowed. There will be a walkway from the road to where the water faucet is and the trustees would like a bench near the oak tree. A to-scale draft design will be brought to the next board meeting for discussion and approval.
2. Trustee Puccio gave a report on his conversation with county council about potential personal liability of the trustees. County Council stated that as a government entity, trustees who are following their duties as trustees are exempt from liability for those actions but he suggested that the cemetery's liability policy be reviewed to see if they offer any services if the district should be sued.
3. A name and phone number for the CalFire employee in charge of work projects has been obtained. CalFire does not chip brush and only burns on site as the work, so removal of brush and trees during a no-burn time cannot be done.

NEW BUSINESS:

1. Invoices to reimburse SDMRA \$1,285.72 for the annual Worker Comp Insurance; to reimburse Robert Yeadon \$40.65 for fuel and mileage and for \$45 due to Foothill Septic Pumping for pumping the porta potty were presented and approved for payment 5/0.
2. UPUD water restrictions were discussed. If UPUD declares a Stage 3 water restriction, then the water in the cemetery will need to be turned off and a lock installed. It would also help if the gate could be fixed to close at dusk so no one could enter the cemetery after hours.
3. The cemetery leaf blower can no longer be fixed since parts are not available. Elliott moved that the caretaker research new leaf blowers and purchase the blower he considers the best for the job, cost not to exceed \$325. Puccio seconded the motion and it passed 5/0
4. SDRMA safety brochure was on Blood Borne Pathogens. The brochure was discussed and given to the caretaker.

FINANCIAL REPORTS:

1. County Financial reports as of April 30, 2015 were presented
2. The Budget vs Actuals YTD April 30, 2015 was presented. There is a net of \$19,468.26 as of that date.

CARETAKER REPORT: Yeadon told the board that he has one worker with 90 hours of ordered work and that the worker is fast and reliable.

TRUSTEE REPORTS: Brooksher asked if the board would be inviting the new Supervisor to attend meetings. Not action taken.

DATE OF NEXT MEETING: The next meeting will be held on Wednesday, July 15 at 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 9:06 PM

MURPHYS CEMETERY DISTRICT
Minutes of the Board of Directors meeting of July 15, 2015

CALL TO ORDER: The meeting was called to order by Chairman Alan Armstrong at 7:10 PM in the Ebbetts Pass Veteran's Memorial District hall. Present were Trustees Alan Armstrong, Jo Brooksher, Maureen Elliott and Caretaker Robert Yeadon. Absent were Trustees Guy Puccio, Jeff St. Louis.

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

PUBLIC COMMENTS: None

MINUTES: Brooksher moved to accept the Minutes of June 17, 2015 as presented. Elliott seconded. The motion passed 3/0.

CORRESPONDENCE:

1. Elliott told the board that a letter had been received from the children of deceased Mr and Mrs Roland Walker, giving the right to have cremains buried in the Walker plot to Michael and Connie Bailey and with the Walker children giving up their right to burial in their parent's plot. It will be filed with the receipt for the purchase of the plot and entered into the cemetery database.

2. OSHA sent notice, stating that it is a requirement that a fully stocked first aid kit be available on site for employees. Caretaker Yeadon will purchase a kit and the board agreed to reimburse him.

3. The Auditor's office sent a statement on the services that the cemetery district has from AT&T. AT&T still has a land line at 183 Jones St. Elliott contacted AT&T and requested that land line be disconnected.. AT&T suggested a less expensive method of having phone service, a wireless service for a flat \$50 monthly. The contract received does not include costs and is difficult to understand. The board instructed Elliott to contact AT&T, and negotiate a plan that will allow the district to keep its phone number with a phone book listing at the lowest possible rate.

OLD BUSINESS:

1. The design for the Memorial area was approved in concept. Further discussion will be tabled until the area has been cleared.

2. The district liability policy with State Farm does not cover defending Trustees against all potential lawsuits that might arise. Discussion was held on D & O Insurance for the board. Elliott to contact SDRMA and find out what a policy with them would cost.

3. Cal Fire is only taking jobs that do not require burning. After discussion, Cal Fire to be contacted again in the fall to schedule work in the cemetery.

4. Elliott reported that the County Auditor's office will file the annual State Financial Transactions report..

5. Discussion held on if the Wootens are allowed to continue owning burial rights since they live in a different state and have said they do not intend to be buried here. Decided to do investigation on the date they stopped paying property taxes and moved from the district and bring it to the board next month.

NEW BUSINESS:

1. Discussion was held on the new Special Districts Financial Procedures manual provided by the Auditor. It suggests that the district should have a list of fixed assets, so one will be prepared.

2. Discussion was held on maps for the new area of the cemetery. There are only maps for Phase 3 and Phase 4. Caretaker Yeadon drew up the rest of the area but the scale is not the same. Elliott to take to a print shop and get each section copied to the same scale.

3. Elliott moved that a Resolution be passed, allowing the Auditor to pay any warrants submitted with at least two Trustee signatures. Brooksher seconded and motion passed 3/0

4. Discussion held on the new CA sick leave law. It is currently under review with adjustments proposed, the most relevant being that the sick leave accrued may be able to be given every 120 days instead of each pay period.

5. An Invoice to reimburse Robert Yeadon \$299.97 for the Stihl blower purchased for the cemetery was approved and signed by the trustees present.

6. The monthly SDRMA safety brochure on Safety Orientation-A New Way of Thinking was discussed and given to the caretaker.

FINANCIAL REPORTS:

1. County Financial reports as of May 31, 2015 were presented

2. The Budget vs Actuals YTD May 31, 2015 was presented. There is a net of \$18,314 as of that date.

CARETAKER REPORT: No report.

TRUSTEE REPORTS: No reports

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

ADJOURNMENT: Elliott moved that the meeting be adjourned. Brooksher seconded the motion. The motion passed 3/0 and the meeting was adjourned at 9:15 PM

MURPHYS CEMETERY DISTRICT
Minutes of the Board of Directors meeting of August 19, 2015

CALL TO ORDER: The meeting was called to order by Chairman Alan Armstrong at 7:00 PM in the Ebbetts Pass Veteran's Memorial District hall. Present were Trustees Alan Armstrong, Maureen Elliott, Guy Puccio, Jeff St. Louis and Caretaker Robert Yeadon. Absent was Trustee Jo Brooksher.

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

PUBLIC COMMENTS: None

MINUTES: Elliott moved to accept the Minutes of July 15, 2015 as presented. Armstrong seconded. The motion passed 2/0/2 with Puccio and St Louis abstaining since they were absent from the July 15 meeting.

CORRESPONDENCE:

1. CSDA sent a letter asking for volunteers for their committees. None of the trustees are interested in applying.

OLD BUSINESS:

1. SDRMA sent a 14 page application that must be submitted before they will offer their price on insurance.

Puccio moved that Elliott fill it out and sent it to SDRMA. St Louis seconded and the motion passed 4/0

2. Discussion held on the large items on the 3 Wooten plots. This to be tabled to next month with the intent to formulate some terms that all parties might agree to.

3. Elliott had prepared a draft of the fixed assets of the cemetery. Robert Yeadon will add to it and bring it to the next meeting.

4. The trustees were each given a map of the new area of the cemetery, showing proposed plots, walkways and roads. Tabled until next month so a proposal to move some walkways and plot locations can be discussed.

NEW BUSINESS:

1. Invoices

(a) Elliott told the board that the last land line bill for AT&T in the amount of \$34.19 had been paid by the county.

(b) Invoices to reimburse M. Elliott \$14.61 for getting maps copied and to reimburse Robert Yeadon \$47.89 for mileage, equipment fuel and purchase of a first aid kit were approved to be paid.

6. The monthly SDRMA safety brochure on Safety: 'Office Ergonomics-Its Your Move' was discussed and given to the caretaker.

FINANCIAL REPORTS:

1. County Financial reports as of June 30, 2015 were presented. This is the close of the 2014-15 fiscal year and the cemetery had a balance left of \$18,644.31 is a net of \$18,314 as of that date.

2. The Budget vs Actuals YTD 6/30/2015 was discussed. Much of last year's unused funds had been budgeted to Prof. Services. In the 2015-16 fiscal year, the cost of a professional audit will be needed.

CARETAKER REPORT: There is one community service worker who still has 20 hours to work off. He has been working on the plot for the 3 babies as time permits.

TRUSTEE REPORTS: Jeff St. Louis suggested purchasing or having made some enclosures for the trash cans. This will be put on the Agenda for next month.

DATE OF NEXT MEETING: The next meeting will be held on Wednesday, September 16 at 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 8:20 PM

MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of September 16, 2015

CALL TO ORDER: The meeting was called to order by Chairman Alan Armstrong at 7:02 PM in the Murphys Historical School. Present were Trustees Alan Armstrong, Maureen Elliott, Jo Brooksher, Guy Puccio, Jeff St. Louis and Caretaker Robert Yeadon.

QUORUM: A quorum of four board members was present when the meeting was called to order. Guy Puccio arrived after the approval of the Minutes.

PUBLIC COMMENTS: None

MINUTES: St. Louis moved to accept the Minutes of August 19, 2015 as presented. Elliott seconded. The motion passed 3/0/1 with Brooksher abstaining since she were absent from the August 19 meeting.

CORRESPONDENCE:

1. Solicitation of business from Fechter and Co. CPA. No action taken by board.

OLD BUSINESS:

1. SDRMA insurance policy: SDRMA quote for a liability policy was discussed at length. Long discussion on the merits of the policy was held. Puccio requested that a copy of the actual policy be provided by the next meeting for further discussion.

2. Discussion and formulation of a proposed agreement with John Harding: Lengthy discussion was held on the options that the cemetery district has available to insure that the items on the plot owned by the Wootens be removed. Puccio requested he be allowed to research the options and how any action might affect the district with further discussion next month. No vote was taken.

3. Elliott had prepared a draft of the fixed assets of the cemetery. Robert Yeadon will add to it and bring it to the next meeting.

Since it was now 8:50PM, Brooksher moved that all further Agenda items be tabled until next month. Elliott stated that the Budget and payment of invoices could not wait. The motion was changed to take care of only those items. St. Louis seconded the motion and it passed 5/0

NEW BUSINESS:

1. Invoices

(a) Reimburse Elliott \$83 for the bill for AT&T. and have the county pay the AT&T bill of \$14.51

(b) SDRMA invoice of \$405.65 for adjusted worker comp insurance

Puccio moved to approve paying all invoices, Brooksher seconded the motion and it passed 5/0

FINANCIAL REPORTS:

The final draft of the 2015-16 Budget was presented. Puccio moved to approve the budget as presented.

Brooksher seconded the motion and the motion passed 5/0

DATE OF NEXT MEETING: The next meeting will be held on Wednesday, October 21, 2015 at 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 8:55 PM

MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of November 18, 2015

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

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

PUBLIC COMMENTS: None

MINUTES: St. Louis moved to accept the Minutes of September 16, 2015 as presented. Brooksher seconded. The motion passed 5/0. There was no meeting held October 21, 2015.

CORRESPONDENCE: None

OLD BUSINESS:

1. SDRMA Liability insurance policy: Elliott moved that the board accept the policy as presented by SDRMA. St. Louis seconded the motion. There was no discussion and motion passed 4/1 with Guy Puccio dissenting.
2. Discussion was held of how to address the question of having John Harding remove the items he has on the plots where he does not hold interment rights. Brooksher moved that a letter be prepared requesting that any items owned by Mr. Harding that are on the plots owned where the Wooten family owns the interment rights, be removed. Puccio seconded the motion and it passed 5/0. The letter to be prepared by the President and brought to the next meeting for discussion
3. Discussion was held on offering payment to Robert Yeadon for the extra work he has done in redoing the plots in the new area of the cemetery and for preparing a plot map of that area. Yeadon stated he had done all the work during his regular hours so did not need any additional compensation.
4. Discussion was held on purchasing trash can enclosures. The decision was that it was too costly.
5. Discussion held on naming the cemetery roads. Maps of the road to go out to board and the discussion continued at the next board meeting.

NEW BUSINESS:

1. Invoices

- a. Reimburse Elliott \$19.21 for the bill for AT&T due Oct. 22, 2015, and the AT&T bill of \$52.59 due Oct. 17, 2015; \$132.89 for GoDaddy annual fee for website and \$68 for the annual PO Box rental fee that was due by Oct 31, 2015
- b. SDRMA invoice of \$149 for annual dues
- c. Reimburse Robert Yeadon \$27.07
- d. \$60 to CAPC for annual membership.

Puccio moved to approve the payment of all the above invoices, Brooksher seconded the motion and it passed 5/0

2. Monthly Safety Brochure: Discussion was held on the Safety Brochures Person Protective Equipment: Inspect and Respect and Respect Workplace Violence: Looking Out for Each Other.

3. Elliott requested that two warrants for AT&T future bills be approved in advance so they can be paid in a timely manner. Puccio moved that this be done, St. Louis seconded and the motion passed 5/0

FINANCIAL REPORTS:

1. County financials and District Budget vs Actuals as of September 30, 2015 were presented.

CARETAKERS REPORT: Yeadon reported that there are now 6 dead trees; that the tractor will need new front tires and he will be shutting off the water for the winter soon. Elliott moved that Yeadon be authorized to purchase the 2 tractor tires at the best possible price and get them installed. Puccio seconded the motion and it passed 5/0

TRUSTEE REPORTS/ITEMS OF INTEREST: Elliott reported that the wrong plot had been dug for a recent burial. The family was agreeable to use the plot that was open so the receipt for the plot they paid for will be changed to reflect the new location.

DATE OF NEXT MEETING: The next meeting will be held on Wednesday, December 16, 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 8:35 PM