

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.