

**MURPHYS CEMETERY DISTRICT**  
Minutes of the Board of Directors meeting of January 18, 2017

**CALL TO ORDER:** The meeting was called to order by Secretary Maureen Elliott at 7:02 PM in the Murphys Historical School. Present were Trustees Maureen Elliott, Jeff St. Louis, Patti Cripes, Guy Puccio and Caretaker Robert Yeadon and Calaveras Co. Clerk to the Board of Supervisors, Diane Severud

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

**PUBLIC COMMENTS:** Diane Severud addressed the question about if emails concerning an agenda item were circulated to all board members violated the Brown Act and told the board that is a Brown Act violation. She also stated that an Ad Hoc committee, consisting of no more than 2 board members, could prepare draft documents and bring it to the complete board for approval. After Public Comments, Diane Severud left the meeting.

**APPOINTMENT OF BOARD CHAIR AND SECRETARY/CLERK FOR 2017:** Elliott made a motion that St. Louis, as the senior board member, be appointed chair, if he is willing to accept the nomination. Cripe seconded the motion. St Louis accepted the position. The motion passed 4/0

The question was posed as to which board member would take the secretary/clerk position. Cripe and Puccio stated that they did not want to take that job. Elliott stated she would continue as secretary/clerk for now if the board agreed. There were no objections to this.

The new chair, Jeff St. Louis, took over the board meeting

**MINUTES:** Puccio moved to accept the Minutes of December 21, 2106. The motion was seconded by Cripe and passed 4/0

**CORRESPONDENCE:**

1. The SDRMA supplied Labor Law poster for 2017 was given to Yeadon to be displayed in the maintenance building.
2. A list of on-demand webinars given by SDRMA was presented to the board
3. A document, provided by CAPC, of what work requires that prevailing wages are paid was discussed.
4. A letter from the Auburn Cemetery District advertising for candidates for the position of manager was presented.

**OLD BUSINESS:**

1. The 2014 Board Policy Manual possible revisions were discussed by Puccio. He stated that the manual appears to be both a policy and a by-law document and that they should be separate documents. After discussion, Puccio moved to keep all Murphys Cemetery District existing documents as they currently stand for now. Seconded by Cripe and passed 3/1 (Elliott voted No)

Puccio stated that no documents should be sent to board members in PDF format and that documents should only be sent out in Word or RTF format. When asked why, he stated that PDF documents could not be edited. Elliott stated that the board package was not intended for editing by board members but is only for their information. After the above discussion, Elliott left the meeting.

2. Discussion and approval of forms needed per SB 1179: Brooksher, Elliott and Puccio had all prepared draft versions of the forms for the board to discuss. No decision was made and the item was to be moved to the next board meeting.

**NEW BUSINESS:**

1. The Brown Act and what is considered a meeting. Since Clerk of the Board of Supervisors, Diane Severud, addressed this subject under Public Comments, this item did not require discussion or action.
2. A request from a member of the public that they be allowed to be buried without a casket due to religious beliefs was discussed. Puccio stated he felt more research of the law should be made and that he would be willing to do this. This item will be moved to next month's board meeting.
3. The monthly safety brochure "Slips, Trips and Falls-Split Second Safety" was discussed.

**FINANCIAL REPORTS**

1. County financial reports YTD November 30, 2016 were presented
2. Budget vs Actuals YTD November 30, 2016 were presented
3. Invoices: Invoices to AT&T in the amount of \$4.61 for the phone book listing and \$52.98 for wireless phone service; and to reimburse Maureen Elliott \$54.49 for purchase of an anti-theft wheel lock were presented

**CARETAKERS REPORT:**

**TRUSTEE REPORTS/ITEMS OF INTEREST:**

**ADJOURNMENT:**

The next meeting is scheduled for February 15, 2017 at 7PM.