

MURPHYS CEMETERY DISTRICT
P. O. Box 957
Murphys, Ca. 95247
Phone/Fax: (209) 728-230

Minutes of Board Meeting of 02/16/11

- 1. Call to order: 7:03 PM.**
- 2. Minutes of 01/19/11 approved MMS (K-1, M-2, 3-0)**
- 3. Board members present: Armstrong, Elliott, & Wright**
In attendance: Bob Yeadon, Cemetery Caretaker

Old/ongoing business:

- 4. We need names to be applied to graves in the “Jewish” area. Al has attempted to contact Roger Orman by phone. As yet, no reply.**
- 5. Al has sent letter to Distinctive Metals urging them to get the solar company to make our cem gate work 24-7.**
- 6. Maureen reports that our website is up and running.**
- 7. Al reports letter sent to Jiminez re his bench on Fisk plot.**
- 8. Josh Girard, County Probation Dept, contacted Al about Community Service workers. Bob Yeadon to coordinate this program (assign jobs, track time, etc.)**
- 9. Al is in receipt of the \$1,000 from the County Auditor for the petty cash account. The account will be opened ASAP.**
- 10. Bob Yeadon went over his list of needed equipment. He’ll go slowly.**
- 11. Bob discussed no longer needed equipment which he thinks we should sell. We’ll start moving on this.**
- 12. A motion was made about buying a chemical toilet for the cem. MMS k-1, M-2 (3-0).**
- 13. Several small bills were presented and were approved to be paid.**
- 14. The matter of the budget transfer of funds was discussed. Several budget categories with apparent surplus monies were noted.**
- 15. A resolution was presented and approved (MMS K-1, M-2. 3-0) to be passed on**

- 16. A letter of resignation was received from Trustee, Katherine Van Cleave. MMS M-1, K-2, 3-0 to accept her resignation**
- 17. MMS, M-1, K-2 (3-0) to pay the back money of \$3,758.83 to Workman's Comp.**
- 18. The Trustees agreed to keep having our meetings in the Old School. Maureen will set it up with the E. P. Vets District.**
- 19. Caretaker report: items discussed = chairs for graveside services (his son-in-law can provide). Bob will set it up with CDF to come and provide their help in cem. Some directive signs need to be made more directive.**
- 20. Board Member reports: Maureen asks if we have received Conflict of Interest document from County. Al will check into it.**
- 21. MMS M-1, K-1 (3-0): OK for Bob to order parts to repair second blower.**
- 22. There were no public comments.**

Next Board meeting: 03/16/11.

MMS to adjourn: M-1, K-2, 3-0

Minutes of June 15, 2011
MURPHYS CEMETERY DISTRICT
P. O. Box 957
Murphys, Ca. 95247
Phone/Fax: (209) 728-2387

1. **Call to order:** Meeting was called to order by President Al Armstrong at 7:15 PM at the Lion's Hut on School Street, Murphys, CA

2. Board members present: Armstrong, Elliott, & St. Louis. Absent: Trustee Kelly Wright.

In attendance: Bob Yeadon, Cemetery Caretaker

3. Elliott moved to accept the Minutes of May, 18, 2011. St. Lois seconded the motion. The motion passed 3/0

4. **Maintenance Report:** Cemetery Caretaker Bob Yeadon reported:

- That the cemetery was infested with ants and needs spraying.
- He has had several workers provided thru the county probation department.
- The cemetery needs more trash cans.
- He hopes to be able to pick up a trailer from a dealer in Martinez this coming week.

Old/ongoing business:

(A) The solar powered gate is doing OK but may need more attention in the winter.

(B) A plaque is to be ordered from Boone Memorials to place in the cement of the new shade area.

Plaque to say "Dedicated to Halbert "Bud" and Charlotte Tindell in appreciation of over 50 years of dedicated service to the Murphys Cemetery District". Tanner Boone has stated that the plaque may be free of cost a minimal fee.

(C) Armstrong has not got a map of the survey of the cemetery back line but will take care of it.

(D) Armstrong will find old draft of proposed letter to Harding and will send it to him.

New Business:

(A) Discussion was held on holding meetings less frequently. The Trustees decided to keep meeting schedule monthly.

(B) A Resolution was presented to allow the county to pay Jenkin's Business and Tax Service bills directly without trustees signatures. This Resolution passed unanimously.

(C) St. Louis moved that the District increase the hourly pay to Jenkins Business and Tax Service by \$1.50 per hour, to now be \$19.50 hourly. Elliott seconded the motion. The motion passed.

(D) A bid to pour the cement slab for the shade area from Glaze Concrete was presented. St. Louis moved to accept the bid. Elliott seconded the motion. The motion passed.

Public Comments: There were no public comments.

Next Board meeting: 6/15/2011 at 7PM.

The meeting adjourned at 8:35 PM

MURPHYS CEMETERY DISTRICT
Minutes of the Board of Directors meeting of August 17, 2011

CALL TO ORDER: The meeting was called to order by Trustee Maureen Elliott at 7:03 PM at the Historic Murphys School at 65 Jones Street, Murphys, CA. Present were Trustees Maureen Elliott, Kelly Wright, Jeff St. Louis and Caretaker Robert Yeadon. Absent: Trustee Alan Armstrong

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

AGENDA APPROVAL: The agenda was accepted as presented.

MINUTES: Wright moved to accept the Minutes of July 20, 2011 as presented. St. Louis seconded the motion. The motion passed 3/0.

PUBLIC COMMENTS: There were no members of the public present at the meeting.

CARETAKER REPORT: Concerning moving the water pipe that extends under the Preston plots, Tindell will dig a trench in a few days and the plumber will immediately reroute the pipe. The leaf blower is broken but there is another one that can be used. There is a community service worker with 700 hours to work off. She worked for a landscaper so is trimming around graves etc. It would be a good idea to purchase a "Please drive slowly" sign.

CORRESPONDENCE:

1. A letter from the State Controller concerning the required annual report was discussed. Elliott stated she had asked the county Auditor if they were filing that report for us and was told they were.
2. A request from Mrs. Koopman that the cemetery purchase her 10x10 plot back from her was presented. She will be refunded the same amount that she paid when she made the purchase.

OLD BUSINESS:

1. The question of whether to remain with the County Auditor for bill payments etc. or remove our funds and pay our own bills was tabled to next month.
2. Since Armstrong was absent from the meeting and he was to send the letter to J. Harding, this was tabled until next month.
3. There have been no bids received for building the shade structure in the cemetery.
4. The fence near the tennis court has not yet been put back up by the tennis club.

NEW BUSINESS:

1. Since the board did not have the financial reports from the county, changing budget line items was tabled until next month.
2. It was decided that we should ask the county if they would advertise our open board position.

TRUSTEE REPORTS:

Kelly Wright spoke on attending Cemetery Regional Meetings. He plans to apply for a grant to pay the cost of sending a trustee to the next meeting.

Maureen Elliott told the board she would be unable to attend a meeting on Sept. 21. Decided to move the September board meeting to Sept. 20 to ensure a quorum would be present.

ADJOURNMENT: Wright moved that the meeting be adjourned. Elliott seconded the motion. The motion passed 3/0 and the meeting was adjourned at 7:59 PM.

DATE OF NEXT MEETING: The date of the next board meeting will be September 20, 2011 at 7PM at the Historic Murphys School.

MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of November 16, 2011

CALL TO ORDER: The meeting was called to order by President Alan Armstrong at 7:03 PM at the Historic Murphys School at 65 Jones Street, Murphys, CA. Present were Trustees Alan Armstrong, Maureen Elliott, Jeff St. Louis, and Caretaker Robert Yeadon. Absent was Trustee Kelly Wright.

QUORUM: A quorum of three 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 3/0

MINUTES: St. Louis moved to accept the Minutes of October 19, 2011 as presented. Elliott seconded the motion. The motion passed 3/0.

PUBLIC COMMENTS: There were no members of the public present at the meeting.

CORRESPONDENCE:

1. A bill from Jenkins Business Services was presented. Bill to be paid by county.
2. An IRS notification of electronic payment of taxes was presented. Notification to be given to county Tax Collector.
3. A Census Survey has been requested. Elliott to fill out and return to Census Bureau.

OLD BUSINESS:

1. Contract to build shade cover: Elliott reported that a building permit will be required which will mean hiring a draftsman and probably an engineer. Board agreed, if this is required, to proceed to get the blueprints drawn up. Elliott to call contractor and ask him to take care of this.
2. Letter to J. Harding: Armstrong presented a letter to be sent to J. Harding.
3. AT & T new phone line: Elliott reported that the least expensive phone service would be to have a line installed in a trustee's home.

NEW BUSINESS:

St. Louis moved that the board meeting for December of 2011 be canceled. Elliott seconded the motion. The motion passed 3/0

CARETAKER REPORT: Yeadon reported that he has purchased 4 new heavy duty galvanized trash cans and has painted MCD on them. Both the bathroom light and heater do not work. Also the 220 in shop needs replacing. CalFire will clean the roads and Tindell will cut in ditch road after clearing. The side roads will be chained up as soon as rains start and the water will be turned off.

A report on the number of hours worked so far this year and a request for additional hours was presented to the board.

The board discussed the report on hours and St. Louis moved that the caretaker's annual hours be increased to 1000 with a salary of \$16,500 annually effective Dec. 1, 2011. Elliott seconded the motion. The motion passed 3/0

TRUSTEE REPORTS: Elliott presented a report on how many plot sales and burials had been made monthly. So far, since January 2011 4 plots of 10X10, 1 plot of 5X10 and 5 plots of 5X5 have sold. In that same time period, there were 7 full burials and 5 cremains were buried.

ADJOURNMENT: Elliott moved that the meeting be adjourned. St. Louis seconded the motion. The motion passed 3/0 and the meeting was adjourned at 7:58 PM.

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

MURPHYS CEMETERY DISTRICT
Minutes of the Board of Directors meeting of July 20, 2011

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 President Alan Armstrong and Trustees Maureen Elliott and Jeff St. Louis. Also present Caretaker Robert Yeadon. Absent: Trustee Kelly Wright.

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

AGENDA APPROVAL: The agenda was accepted as presented.

PUBLIC COMMENTS: There were no members of the public present at the meeting.

MINUTES: St. Louis moved to accept the Minutes of June 15, 2011 as presented. Elliott seconded the motion. The motion passed 3/0.

CORRESPONDENCE: No correspondence was presented.

CARETAKER REPORT: Yeadon will check on where existing trash cans were purchased since more are needed. The new trailer works well and now has a lock that should help safeguard it. The cemetery has an ant infestation so Yeadon will call the spray company to get a price on spraying. The caretaker will be on vacation August 1-10.

OLD BUSINESS:

1. The granite plaque honoring the Tindells arrived this week.
2. The neighbor on the back property line met with the trustees and agreed that the surveyed pins are the correct line. He will remove the trees he planted on the cemetery property when the weather cools down.
3. Elliott reported that she had contacted two contractors on building the gazebo area but neither one had yet provided a bid.
4. Armstrong will find the letter that was to be sent to J. Harding and will get it sent out.

NEW BUSINESS:

1. Elliott reported that the county auditor is planning on charging special districts to handle their deposits and bill paying. Meetings will be held twice to provide more information. Elliott will attend one of the meetings and report back to the board.
2. Armstrong said people were asking if their pets could be buried in Buena Vista Cemetery. Health & Safety Codes do not allow this.
3. The trustees met with the tennis club members and allowed access to repave the courts through the lower corner of the cemetery. The fence is not yet replaced.

TRUSTEE REPORTS:

No reports were made.

ADJOURNMENT: St. Louis moved that the meeting be adjourned. Elliott seconded the motion. The motion passed 3/0 and the meeting was adjourned at 7:50 PM.

DATE OF NEXT MEETING: The date of the next board meeting will be August 17, 2011 at 7PM at the Historic Murphys School.

Minutes submitted by Maureen Elliott

Verified as the BOD approved copy by:

President: _____ Date _____

MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of October 19, 2011

CALL TO ORDER: The meeting was called to order by President Alan Armstrong at 7:03 PM at the Historic Murphys School at 65 Jones Street, Murphys, CA. Present were Trustees Alan Armstrong, Maureen Elliott, Jeff St. Louis, Kelly Wright and 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. Motion seconded by St. Louis Motion passed 4/0

MINUTES: St. Louis moved to accept the Minutes of September 20, 2011 as presented. Elliott seconded the motion. The motion passed 4/0.

PUBLIC COMMENTS: There were no members of the public present at the meeting.

CORRESPONDENCE: None

OLD BUSINESS:

1. Contract to build shade cover: Elliott to call Supervisor Calloway to see if she can assist in getting the permit and fees waived. If a permit must be obtained, then Elliott to contact Machler Construction about getting blueprints drawn.
2. Letter to J. Harding: Armstrong could not find the original draft on his computer. Elliott will review files to see if a copy is available.
3. AT & T new phone line: Elliott reported that the least expensive phone service would be to have a line installed in a trustees home.
4. 2 new road signs were purchased. They both have "Drive slowly, help keep down dust" One has been installed on dirt road to maintenance bld.
5. Elliott reported that the Calaveras Co. Auditor Controller emailed to confirm that the county did file the annual report for the district.

NEW BUSINESS:

Armstrong moved that a Resolution be passed allowing the county to pay bills for services of Jenkins Business and Tax Service directly without a signed warrant from the district. Elliott seconded the motion. The motion passed 4/0

CARETAKER REPORT: Yeadon reported that he has obtained a new burn permit, good for 2 years and also obtained the required Air Pollution Permit that is good for one year. Art's Sheet Metal is to put gutters on the shop bld. Yeadon will call Sutton to get price on road gravel.

TRUSTEE REPORTS: Elliott reported that a bill had been received from the IRS for back payments of quarterly payroll taxes for the year 2007. Bill will be taken to county auditor for payment.

ADJOURNMENT: Wright moved that the meeting be adjourned. Elliott seconded the motion. The motion passed 4/0 and the meeting was adjourned at 8:00 PM.

DATE OF NEXT MEETING: The date of the next board meeting will be November 16, 2011 at 7PM at the Historic Murphys School.