

## MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of January 16, 2013

**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. Absent was Trustee 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 St. Louis and passed 4/0.

**MINUTES:** Wright moved to accept the Minutes of November 21, 2012 as presented. Elliott seconded the motion. The motion passed 4/0. (There was no board meeting in Dec. 2012)

**PUBLIC COMMENTS:** None

**CORRESPONDENCE:** None

### OLD BUSINESS:

1. Armstrong reported that he had received a receipt from the post office for the letter to J. Stai. Armstrong will call him to ask when the gate will be removed.
2. Elliott reported that the registered letter sent to J. Harding was returned as unclaimed by the post office on December 28, 2012. Yeadon will hand deliver the letter to Mr. Harding.
3. Armstrong said he had submitted a work order form to the county Public Works Dept. on the need for road repairs in the cemetery. CalFire removed the dead trees and did all cleanup on that work.
4. Elliott reported that the headstone deposit of \$50 that was returned to L. Bunch has no yet been cashed. mailed it about a month ago.
5. Gold Country Electric is supposed to check on the possibility of running electricity to the entry gate. They are also supposed to order a new timer for the gate.

### NEW BUSINESS:

1. Elliott showed the board photos of cemeteries that have flags lining their road. Discussion was held on the possibility of purchasing flags to place along Buena Vista's entry road on certain holidays.

### FINANCIAL REPORTS:

1. Plot sales in November were one 5X10 and one 10x10. There were no December plot sales.
2. Invoices: It was moved and approved by 4/0 to pay invoices of \$172.38 to reimburse Maureen Elliott for renewal of website; reimburse Maureen Elliott \$9.10 for cost of 2 registered letters mailed by Al Armstrong with Elliott giving Armstrong \$9.10 in cash to reimburse him; reimburse Bob Yeadon \$186.68 for expenses he incurred.
3. The Budget vs Actual YTD November 31, 2012 was presented and discussed.

**CARETAKER REPORT:** Yeadon reported that Tindell Excavating had installed a new culvert and done some erosion control on the lower maintenance road. Elliott moved and Wright seconded that the invoice for the work be paid. Motion passed 4/0

Yeadon has finished the gates at each end of the maintenance building and the tractor has been serviced.

**TRUSTEE REPORTS:** Elliott reported that most of the last order of tile grave markers has been installed. Another dozen will be ordered. Yeadon was asked to get a bid on doing a fence around the area where 3 babies were buried years ago.

Wright reported that the Catholic Church is bidding on some land to extend the area of their cemetery.

**DATE OF NEXT MEETING:** The date of the next board meeting will be February 20, 2013 at 7PM at the Historic Murphys School

**ADJOURNMENT:** Wright moved that the meeting be adjourned. St Louis seconded the motion. The motion passed 4/0 and the meeting was adjourned at 7:52 PM

## MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of March 20, 2013

**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 Jeff Stai. Absent was Trustee 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 St. Louis and passed 4/0.

**MINUTES:** Wright moved to accept the Minutes of January 16 as presented. Elliott seconded the motion. The motion passed 4/0. (There was no board meeting in Feb. 2012 due to snow)

**PUBLIC COMMENTS:** None

### **CORRESPONDENCE:**

1. County Auditor dept. email stating they had paid phone bill to wrong account number. Elliott called AT&T and they will transfer payment to our account.
2. Letter from J. Schachten asking about a relative's gravestone. Elliott responded sending a photo of the grave marker.
3. A Thank You letter from the family of a deceased was read.

### **OLD BUSINESS:**

1. One of the owners of a neighboring property, who installed a gate in the fence between his property and the cemetery in 2012, told the board why he felt the gate was justified. The board reminded him that there is a resolution in place barring any gates being placed into the cemetery fences. He agreed to remove his gate if the cemetery district would repair the fence. The board agreed to do the repair.
2. Discussion was held on another gate that was installed in the fence in the past month. This property owner, when contacted, apologized and said he had not realized he could not access his property through the cemetery. That gate has been removed.
3. Discussion was held on what action should be taken to get unacceptable items removed from plots. Since J. Harding does not respond to letters, it was decided that Armstrong would contact County Council and request their assistance in drafting an ordinance that would address removal of such items as well as gates and several other items that might lend themselves to being in an ordinance.
4. The check sent to Mr. Bunch for a grave marker deposit was returned as undeliverable. Since this is the 2<sup>nd</sup> attempt to return the \$50 deposit, the board decided to leave the money in our account until contacted by someone involved in the burial payment.
5. Discussion was held on requesting that the cemetery be allowed to obtain electricity for the cemetery entry gate from the EPVMD. Elliott will attend the EPVMD board meeting to make the request.
6. Caretaker Yeadon showed the board a design he drew for a fence around the plot holding 3 babies. Yeadon will get a bid for the cost of building the gate.
7. Armstrong said he had submitted a work order form to the county Public Works Dept. on the need for road repairs in the cemetery but had not heard back. Elliott will contact them again.
8. It was reported that the dedication ceremony by the NSGW and the NDGW went very well with a large attendance.

### **NEW BUSINESS:**

1. Elliott reported that the Calaveras Genealogy Society would like to be allowed to have their members tour the cemetery in June. The board agreed to this request.
2. A discussion was held on the possible need to have the cemetery sprayed for ants. Yeadon to decide if that would be needed. The board would like a price before they spray.
3. Elliott reported that a Civil War group had sent an email about the lack of any grave marker for Civil War Veteran Daniel Dawley. To obtain a Civil War grave marker from the VA would require obtaining Dawley's pension record at a cost of \$30. The board agreed that a marker should be obtained. Elliott to send for the pension file.
4. A 10x10 plot has been sold is being sold back to the cemetery district. This plot has been curbed and has a block in place for putting a gravestone on. After discussion on what price should be put on this plot, it was decided to table it until next month.

**FINANCIAL REPORTS:**

1. There were no plot sales in February.
2. Invoices: It was moved by Elliott and seconded by St. Louis and approved by 4/0 to pay invoices of \$195 to reimburse Maureen Elliott for ordering tile grave markers; pay Angels Pest Control \$2,100 for weed spraying; Hartford Insurance \$2,825 for worker comp insurance; refund \$450 to Conyers for his plot in Section 5; reimburse Bob Yeadon \$51.24 for expenditures made.
3. The Budget vs Actual YTD through January 31, 2012 was presented and discussed.

**CARETAKER REPORT:** Yeadon reported that 2 more trees along the entry road are dying. When Rodney Tindle is well enough to work, he will make posts for chaining up the new maintenance road at each end. He requested that the board review how the new area of the cemetery will be used so he can start marking grave sites and clearing brush there. Armstrong will bring the survey map of that new area to the next board meeting, for the trustees to look at.

**TRUSTEE REPORTS:** Elliott reported that the Murphys Tennis Club will be planting evergreen trees below our fence line which will help screen the tennis courts from view.

**DATE OF NEXT MEETING:** The date of the next board meeting will be April 17, 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 8:36 PM

## MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of April 17, 2013

**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. Absent was Trustee Louise Carniglia.

**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. The motion was seconded by Wright and passed 4/0.

**MINUTES:** Wright moved to accept the Minutes of March 20, 2013 as presented. Elliott seconded the motion. The motion passed 4/0.

**PUBLIC COMMENTS:** None

**CORRESPONDENCE:** None

### **OLD BUSINESS:**

1. Discussion was held on what to do about people who have placed large decorative items on the plots bought by others and on plots and walkways owned by the cemetery and the on-going problem of neighboring property owners cutting cemetery fences and installing gates from their property into the cemetery. Elliott moved that the Trustees of the Murphy Cemetery District hereby direct Board President Alan Armstrong to work with the office of the Calaveras County Counsel to formulate an Ordinance setting out legal standards for the operation and maintenance of Buena Vista Cemetery. The motion was seconded by St. Louis and passed 4-0.

2. Elliott reported that a work order form was submitted to the county Public Works Dept. on the need for road repairs in the cemetery on March 22. This is the second time this form was sent to them. There has been nothing but the emailed acknowledgement that the emailed form arrived. Elliott will call Public Works.

3. Elliott reported that the Ebbetts Pass Veteran's Memorial District has agreed to allow the Murphys Cemetery District obtain electricity from the historic Murphys School so that the electric gate at the cemetery entrance will work all year.

4. Caretaker Yeadon has not had time to obtain a bid for a decorative iron fence around the old baby plot. This item will be tabled until next month.

5. Elliott reported that the pension file of Civil War veteran Daniel Dawley had already arrived and that the order for a Civil War headstone for his grave has been sent to the VA

6. Discussion was held on what price should be charged for the 10X10 curbed plot recently sold back to the cemetery. It was agreed to try to sell it for \$2,000 which would include the plot price but not the endowment fee.

### **NEW BUSINESS:**

1. Hartford Insurance did an audit of the cemetery employee's salary and has raised the worker comp. rate by another \$64.

2. Elliott reported that the county auditor's office got a notice recently that the cemetery phone was to be disconnected for non-payment. Elliott called AT& T and it is all straightened out now.

### **FINANCIAL REPORTS:**

1. There were no plot sales in Marh

2. Invoices: It was moved by Wright and seconded by St. Louis and approved by 4/0 to pay invoices of \$30 to reimburse Maureen Elliott for ordering the Civil War pension file and pay State Farm \$250 for liability insurance

3. The county auditor has sent the 2013-14 Preliminary Budget Attestation form. They request that each district agree that their preliminary budget will be the same as the final budget for the previous year, with any budget changes being done when the final budgets are approved. The Budget Attestation form was signed by all directors and Elliott will email it to the county.

**CARETAKER REPORT:** Yeadon reported that J. Stai has not yet removed the gate he put into the cemetery fence. He will have the water turned back on this week since it appears freezing temperatures are over for the year.

**TRUSTEE REPORTS:** Elliott reported that the family of John Maynes wants to remove his cremains from the cemetery. They will contact Kevin Raggio to obtain all necessary permits.

**DATE OF NEXT MEETING:** The date of the next board meeting will be May 15, 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 7:56 PM

**MURPHYS CEMETERY DISTRICT**  
Minutes of the Board of Directors meeting of May 15, 2013

**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; caretaker Robert Yeadon and Chis Rinauri of Proper Pruning. Absent was Trustee 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 St. Louis and passed 4/0.

**MINUTES:** Wright moved to accept the Minutes of April 17, 2013 as presented. St. Louis seconded the motion. The motion passed 4/0.

**PUBLIC COMMENTS:** None

**CORRESPONDENCE:**

1. Cemetery rate lists from CA Assoc. of Public Cemeteries was discussed. No action needed.

**OLD BUSINESS:**

1. Armstrong will take the approved minutes of April 17, 2013 to county council so they have what they requested to work with the cemetery on writing an ordinance.

2. Elliott reported that 2 work order forms have been submitted to county Public Works Dept. on the need for road repairs in the cemetery but there has never been a response from them. Elliott will call Public Works.

3. Elliott reported that the electrician who was to hook up our entry gate to the electric supply at the historic Murphys School has not been heard from for several weeks.

4. Caretaker Yeadon reported that the bid he got for a fence around the old baby plot was \$2,500. All agreed that was too costly. Yeadon will explore other ways to enclose the area.

**NEW BUSINESS:**

1. The Auditor's office provided a form to authorize who may sign for the cemetery district. Elliott moved that two director's must sign all claim forms. St. Louis seconded the motion and the motion passed 4/0

2. The Auditor's office wants all negative line items adjusted. Elliott presented a Budget Transfer form, moving \$1,600 from Professional Services and giving \$600 to Worker Comp Insurance and \$1,000 to Refunds. St. Louis moved that these transfers be approved. Wright seconded the motion and it passed 4/0

3. The Auditor is requiring either all external bank accounts be closed or a member of the board be appointed as Treasurer and be bonded. Elliott moved that the bank account at El Dorado Bank be closed. St. Louis seconded the motion and it passed 4/0. Armstrong has the checkbooks and will take care of closing the account.

4. Proper Pruning submitted a proposal to remove dead wood from the cemetery trees and dispose of all debris from the work at an estimated cost of \$2,500 for two days work. Elliott moved that the bid be accepted. Wright seconded the motion and it passed 4/0.

5. A request was received from Mike Preston that he be allowed to use two of the cremain plots he purchased for a full burial instead of being limited to only cremain burial. There appears to be no reason this should not be allowed so Armstrong was instructed to send a letter to Mr. Preston giving this permission.

6. Elliott reported that the curbed 10 X 10 plot returned to the cemetery by Mr. Conyers has been resold for \$2,500

**FINANCIAL REPORTS:**

1. There were no plots sold in April

2. Invoices: No invoices for April.

3. YTD April 31, 2013 financial report from the County Auditor was presented.

**CARETAKER REPORT:** Yeadon had nothing to report.

**TRUSTEE REPORTS:** Elliott reminded all trustees that they must fill out the Ethics Report and mail it to the county. A print copy of the form was supplied to Trustee Wright.

**DATE OF NEXT MEETING:** The date of the next board meeting will be June 19, 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 7:58 PM

**MURPHYS CEMETERY DISTRICT**  
Minutes of the Board of Directors meeting of June 19, 2013

**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, Louise Carniglia & Kelly Wright; and caretaker Robert Yeadon

**QUORUM:** A quorum of five 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 5/0.

**MINUTES:** Wright moved to accept the Minutes of May 15, 2013 as presented. St. Louis seconded the motion. The motion passed 5/0.

**PUBLIC COMMENTS:** None

**CORRESPONDENCE:**

1. The State Controller Annual Report is due at end of fiscal year. Elliott will fill it out and send it to them.

**OLD BUSINESS:**

1. Armstrong will make an appointment with County Council on writing an ordinance.

2. Public Works did go to the cemetery but appears to think that they are not responsible for the road. The list of county roads has always had .37 of a mile in the cemetery which would cover from Jones Street around the loop. Elliott will contact them again.

3. Elliott reported that the electrician who was to hook up our entry gate to the electric supply at the historic Murphys School has not been heard from for several weeks. If he is not going to do the work, then another electrician will need to be called.

4. Caretaker Yeadon reported that he has not yet done anything on a fence around the old baby plot but will work on it next month.

5. Armstrong will close the El Dorado Bank account that has county money in it so the funds can be deposited at the county. He will also close the headstone deposit fund as soon as the last payment clears.

**NEW BUSINESS:**

1. Ebbetts Pass Veteran's Memorial District has offered to purchase flags for each veteran's plot so the plots can have flags displayed year round.

**FINANCIAL REPORTS:**

1. One 5x10 plot was sold in May.

2. Invoices: Invoices to pay Hocking Toilets \$45; to reimburse Maureen Elliott \$90 for tile grave markers and to reimburse Bob Yeadon for expenses of \$56.64 were approved.

3. YTD April 31, 2013 financial report from the County Auditor was presented.

**CARETAKER REPORT:** Yeadon reported that 2-3 water hoses are missing. He suggests purchasing 2 panels of hog wire to make a trellis for the pergola. Elliott moved that this purchase be approved. Carniglia seconded the motion and it passed 5/0.

**TRUSTEE REPORTS:** Elliott asked about the plot next to Wanda Parker that now has a headstone for the Tonetti family on it. The plot has not been paid for and no burial permits have been filed for the Tonetti family. Bob Yeadon said he showed the plot to the family and told them to contact the board to make arrangement to purchase the plot. He has no contact information and the board does not know the name of any family members.

**DATE OF NEXT MEETING:** The date of the next board meeting will be July 17, 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 7:50 PM

**MURPHYS CEMETERY DISTRICT**  
Minutes of the Board of Directors meeting of July 17, 2013

**CALL TO ORDER:** The meeting was called to order by President Alan Armstrong at 7:01 PM at the historic Murphys School at 65 Jones Street, Murphys, CA. Present were Trustees Alan Armstrong; Louise Carniglia; Maureen Elliott; Jeff St. Louis; Kelly Wright and caretaker Robert Yeadon

**QUORUM:** A quorum of five 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 5/0.

**MINUTES:** Wright moved to accept the Minutes of May 15, 2013 as presented. Carniglia seconded the motion. The motion passed 5/0.

**PUBLIC COMMENTS:** None

**CORRESPONDENCE:**

1. CAPC Education Seminar in October information was presented.

**OLD BUSINESS:**

1. County Ordinance: County Council will meet with Armstrong and one other board member to discuss items for an Ordinance.
2. Public Works has been called again on the repairs needed to Cemetery Lane. Public Works will request that the Board be contacted by the road dept.
3. Entry Gate repairs. Elliott reported that Angels Electric will bid the wiring and new timer for the gate.
4. Enclosure for baby plot: Caretaker Yeadon reported that he has been placing extra dirt on the site to level it so an enclosure can be easily erected.
5. Armstrong closed the El Dorado Bank account that had county money in it and gave the funds to Elliott to deposit at the county. The last payment on the headstone deposit fund has cleared so he will close that account before the next board meeting.
6. 288 flags have been ordered by Ebbetts Pass Veteran's Memorial District for year round display on the plots of veterans.

**NEW BUSINESS:**

1. CAL-OSHA posters etc.: Elliott told the board that we must order the legal posters required by CA and the Federal Gov. and post them in the maintenance building.

**FINANCIAL REPORTS:**

1. Plot Sales: No plots were sold in June.
2. Invoices: An invoice to reimburse Bob Yeadon for expenses of \$172.40 was approved.
3. YTD May 30, 2013 financial report from the County Auditor was presented.

**CARETAKER REPORT:** No report

**TRUSTEE REPORTS:** Elliott reported that a new marker was on the Huish plot but that it is intended as a memorial marker only and the person's cremains were not buried.

**DATE OF NEXT MEETING:** The date of the next board meeting will be August 21, 2013 at 7PM at the Historic Murphys School

**ADJOURNMENT:** Wright moved that the meeting be adjourned. Carniglia seconded the motion. The motion passed 5/0 and the meeting was adjourned at 8:00 PM

## MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of August 21, 2013

**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 and caretaker Robert Yeadon. Trustee Louise Carniglia was absent.

**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:** St. Louis moved to accept the Minutes of July 17, 2013 as presented. Elliott seconded the motion. The motion passed 4/0.

**PUBLIC COMMENTS:** None

### **CORRESPONDENCE:**

1. Letter from Charles Ayers on transferring his plot to a niece was discussed. It was decided to allow this as long as the Endowment Care Fee of \$112.50 is paid before the transfer was finalized.
2. A letter from Hocking Toilets was received letting the district know that the business had been sold to Foothill Toilets.

### **OLD BUSINESS:**

1. County Ordinance: Some proposed wording for a county ordinance was presented. After some discussion, Elliott was directed to type it up and forward to County Council.
2. Entry Gate repairs. Elliott will keep contacting electricians for a bid on bringing electricity to the entry gate.
3. Enclosure for baby plot: Bring back to the Board in January.
4. Armstrong reported that the El Dorado Bank account that had \$197 in it was closed. He gave a money order for that amount to Elliott for deposit with the county.  
before the next board meeting.
5. 288 flags have been donated to the cemetery by Ebbetts Pass Veteran's Memorial District for year round display on the plots of veterans. They have all been placed on plots.
6. Elliott gave new CAL-OSHA posters to the caretaker for posting in the maintenance building.

### **NEW BUSINESS:**

1. A discussion was held on the tree pruning contract that was given to Proper Pruning in May. The work has not been done and the company owner said he did not know when he would get to it. Decision to tell him that the work was either completed by Sept. 15 or the cemetery district will hire another company. Elliott will notify him.
2. Armstrong forgot to bring the survey maps of the new section of the cemetery. He will bring them to the next board meeting.

### **FINANCIAL REPORTS:**

1. Plot Sales: Two 10x10 plots were sold in August.
2. Invoices: An invoice to reimburse Bob Yeadon for expenses of \$16.10 was approved. An invoice to reimburse Maureen Elliott \$36.39 for the cost of the CAL-OSHA posters was approved.
3. YTD June 30, 2013 financial report from the County Auditor was presented.
4. Elliott is to prepare and submit the annual State Controller Government Compensation Report
5. A form to authorize the county Auditor to prepare and submit the annual State Controller Report was signed by the board and Elliott will return it to the Auditor's office.

**CARETAKER REPORT:** Tractor tires will be needed and road base gravel will need to be ordered. Both of these were approved by the board.

**TRUSTEE REPORTS:** None

**DATE OF NEXT MEETING:** The date of the next board meeting will be September 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 8:15 PM



## MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of September 18, 2013

**CALL TO ORDER:** The meeting was called to order by Trustee Maureen Elliott at 7:04 PM at the historic Murphys School at 65 Jones Street, Murphys, CA. Present were Trustees Maureen Elliott; Jeff St. Louis; Kelly Wright and caretaker Robert Yeadon. Trustees Alan Armstrong and Louise Carniglia were absent.

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

**CLOSED SESSION:** 7:06 PM. Review of Caretaker job and employee compensation

**OPEN SESSION:** 7:13PM. Elliott reported that during the closed session a motion was approved to pay a one time bonus of \$1,000 to caretaker Robert Yeadon.

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

**MINUTES:** Wright moved to accept the Minutes of August 21, 2013 as presented. Elliott seconded the motion. The motion passed 3/0.

**PUBLIC COMMENTS:** None

**CORRESPONDENCE:**

1. Letter from Charles Ayers thanking the district for taking care of transfer of a plot he owned.
2. A letter from CA State Controller on a survey about cost of districts implementing items of the Brown Act. No action needed.

**OLD BUSINESS:**

1. County Ordinance: Assistant County Council expects to have a draft ordinance for the district to review by next week.
2. Entry Gate repairs. Still no bids but Elliott will keep contacting electricians.
3. All the 288 flags have been donated to the cemetery by Ebbetts Pass Veteran's Memorial District have been placed and we need more. Elliott to find out if EPVMD will order more flags and if they will agree that the flags should be taken down during the winter months.
4. Bob Yeadon reported that the tree pruning went very well and they did a good job. There are still 4-5 trees that are dead and will need removal. Elliott will get bids on removal.
5. Armstrong was not at the meeting so the maps of the new cemetery section were not at the meeting.

**NEW BUSINESS:**

1. The proposed 2013-14 budget reviewed. St. Louis moved to send the budget to the county as presented to the district. Wright seconded the motion and it passed 3/0

**FINANCIAL REPORTS:**

1. Plot Sales: No cemetery plots were sold in September.
2. Invoices: An invoice to reimburse Keith's Automotive \$159.72 for 2 tractor tires and an invoice to pay Proper Pruning \$2,500 for the tree pruning were presented. St. Louis moved to pay both invoices. Wright seconded the motion and it passed 3/0.
3. YTD July 31, 2013 financial report from the County Auditor was presented.
4. Elliott reported that the annual State Controller Government Compensation Report was submitted and a receipt received .

**CARETAKER REPORT:** There was no report from the caretaker.

**TRUSTEE REPORTS:** None

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

**ADJOURNMENT:** Wright moved that the meeting be adjourned. Elliott seconded the motion. The motion passed 3/0 and the meeting was adjourned at 8:07 PM

## MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of October 16, 2013

**CALL TO ORDER:** The meeting was called to order by President Alan Armstrong at 7:01 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. Trustees Kelly Wright and Louise Carniglia were absent.

**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. Lois moved to accept the Minutes of September 18, 2013 as presented. Elliott seconded the motion. The motion passed 3/0.

**PUBLIC COMMENTS:** None

**CORRESPONDENCE:** None

### **OLD BUSINESS:**

1. County Ordinance: Discussion was held on the draft of the Ordinance prepared by Assistant County Council. A few revisions were agreed on and Elliott will send them to County Council.
2. Entry Gate repairs. No bids have been obtained.
3. Elliott reported that the EPVMD has ordered another gross of the flags for the graves of veterans.
4. Armstrong brought maps of what he had thought was the survey of the new section of the cemetery. The maps were actually of the existing sections of the cemetery. He will continue to search for the survey maps for the new section and bring them to the next board meeting.

### **NEW BUSINESS:**

1. A bid of \$2,340 from A-1 Land Management for removal of the dead trees in the cemetery was presented. St. Louis moved that the bid be accepted. Elliott seconded the motion and it passed 3/0
2. Elliott reported that she and the caretaker had reviewed areas of the cemetery where there was room for plots and Bob Yeadon has marked out over a dozen new plot locations that can be utilized.

### **FINANCIAL REPORTS:**

1. Plot Sales: No cemetery plots were sold in September.
2. Invoices: An invoice to reimburse Tindell Excavation \$908 for work done on the gravel roads and an invoice of \$58 to reimburse Maureen Elliott for paying the annual fee for the post office box were presented. St. Louis moved both invoices be paid. Elliott seconded the motion and the motion passed 3/0
3. YTD August 31, 2013 financial report from the County Auditor was presented.

**CARETAKER REPORT:** Yeadon told the board he would like to look into the purchase of a power grader that is dragged behind the tractor. New ones sell for \$1,500-\$1,800.

**TRUSTEE REPORTS:** None

**DATE OF NEXT MEETING:** The date of the next board meeting will be November 20, 2013 at 7PM at the Historic Murphys School

**ADJOURNMENT:** Elliott moved that the meeting be adjourned. St. Lois seconded the motion. The motion passed 3/0 and the meeting was adjourned at 8:25 PM

## MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of November 20, 2013

**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; Louise Carniglia and caretaker Robert Yeadon. Trustees Kelly Wright and Jeff St. Louis were absent.

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

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

**MINUTES:** Elliott moved to accept the Minutes of September 18, 2013 as presented. Carniglia seconded the motion. The motion passed 3/0.

**PUBLIC COMMENTS:** None

**CORRESPONDENCE:** None

### **OLD BUSINESS:**

1. County Ordinance Introduction: Carniglia moved to waive a public reading of the Ordinance. Discussion was held on the proposed Ordinance prepared by Assistant County Council. It was moved to file a NOE as suggested by County Council and that the Ordinance be adopted as presented. This motion passed 3/0.

2. Armstrong brought a CD of the survey of the new section of the cemetery. The paper maps were not yet returned to him by the person who arranged for the CD to be made. He will bring them to the next board meeting and will also see if a printer can print more maps from the CD.

### **NEW BUSINESS:**

1. Elliott reported on the mistake in the District's budgeted tax amounts that was caused by the Assessor taxing the new county jail, the Tax Collector sending the county a property tax bill for the new county jail and the Auditor using that additional \$403,000+ as income when the budget was prepared. Murphys Cemetery District will have a reduction of \$260.34 to their property tax income because of this mistake.

2. A discussion was held on purchasing a power grader that would be towed behind the tractor. Bob Yeadon was instructed to research the prices and keep his eyes open for the possibility of purchasing a used one.

3. Elliott reported that Dave and Marilyn Sears had donated \$500 to the cemetery.

### **FINANCIAL REPORTS:**

1. Plot Sales: No cemetery plots were sold in October.

2. Invoices: Invoices to reimburse A-1 Land Management \$2,340 for removal of dead trees; Foothill Portable Toilets \$45 for pumping the porta-potti and Robert Yeadon \$38.31 for reimbursement for mileage to the dump and purchase of fuel for the tractor and other equipment were presented and approved by the board for payment.

3. YTD September 30, 2013 financial report from the County Auditor was presented.

**CARETAKER REPORT:** Yeadon told the board there was a request from a member of the public to plant a liquid amber tree to replace one of the dead trees that was removed. The board approved accepting the donation as long as Yeadon approves of the site where the tree will be planted. He also told the board that large rounds of pine from the dead trees was still available if anyone wanted to take them.

**TRUSTEE REPORTS:** Elliott read a old newspaper report of when the water lines were put into the cemetery by the people of Murphys.

**DATE OF NEXT MEETING:** The date of the next board meeting will be December 18, 2013 at 7PM at the Historic Murphys School

**ADJOURNMENT:** Elliott moved that the meeting be adjourned. Carniglia seconded the motion. The motion passed 3/0 and the meeting was adjourned at 8:02 PM

## MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of December 18, 2013

**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 caretaker Robert Yeadon. Trustees Kelly Wright and Louise Carniglia were absent.

**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:** Elliott moved to accept the Minutes of November 20, 2013 as presented. St. Louis seconded the motion. The motion passed 3/0.

**PUBLIC COMMENTS:** None

### **CORRESPONDENCE:**

1. CAPC annual survey and invoice were presented. Elliott to complete the survey and take care of getting the annual dues paid.
2. Discussion was held on email correspondence from Supervising Board Clerk of Calaveras Co. concerning the residency of board member Kelly Wright. Armstrong reported he has spoken to Wright, who first requested a 60 month leave of absence and then indicated he would not attempt to be reappointed to the board.
3. Discussion was held on a request to have a "green burial". Cemetery policy requires a minimum of a pine casket and that a permanent grave marker be installed within a year of the burial, so those requirements will need to be met on all burials.

### **OLD BUSINESS:**

1. County Ordinance Introduction: Elliott moved to adopt Murphys Cemetery Ordinance 2014-01 and to have it published in the Calaveras Enterprise within 15 days. St. Louis seconded the motion and the motion passed 3/0.
2. Armstrong brought a map but it was of the survey of the old section of the cemetery, not of the new section. He will find the survey map of the new area and bring copies of that map to the next board meeting.

**NEW BUSINESS:** There was no new business to discuss

### **FINANCIAL REPORTS:**

1. Plot Sales: No cemetery plots were sold in November.
2. Invoices: Invoices to reimburse Al Armstrong \$17.38 for printing maps of the cemetery; CAPC \$60 for annual dues; Robert Yeadon \$26.25 reimbursement for purchases were presented and approved by the board for payment.
3. YTD October 31, 2013 financial report from the County Auditor was presented.

**CARETAKER REPORT:** Yeadon told the board that all the wood from the tree removal was gone and that a neighboring property owner (C. Trade) took the large sections. Discussion was held on the possibility of a water pipe leaking under the road. Since the water is off for the winter, this will be addressed in the Spring when the water is back on.

**TRUSTEE REPORTS:** Elliott read an old newspaper report from 1896 telling of a running track being installed in the cemetery by a member of the public.

**DATE OF NEXT MEETING:** The date of the next board meeting will be January 15, 2014 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 7:48 PM