

## MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of July 16, 2014

**CALL TO ORDER:** The meeting was called to order by President Al Armstrong at 7 PM. Present were Trustees Al Armstrong, Jo Brooksher, Louise Carniglia, Maureen Elliott, Jeff St. Louis. Also present caretaker Robert Yeadon and Supervisor Merita Callaway.

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

**PUBLIC COMMENTS:** Supervisor Callaway told the board that there is a required Ethics Course to be held on Wed. August 20 at 2 PM in the library at Bear Valley. If any board members need to attend, they can ride up with her.

**MINUTES:** St. Louis moved to accept the Minutes of June 18, 2014. Brooksher seconded the motion. The motion passed 5/0.

### **CORRESPONDENCE:**

1. Letter from Mark Wilson: Elliott reported he returned the signed license agreement with a letter thanking the board. The license agreement must be notarized to be recorded so Elliott sent Mr. Wilson a new copy which has not yet been returned.
2. SDRMA notice of credit incentive program to reduce worker comp fees was read to the board.
3. SDRMA notice that their Annual Payment Reconciliation form is now on line and must be completed by August 15. Elliott told the board that, on looking at the instructions for this report, she discovered that people who are working off their legal fines by working in the cemetery, must be considered employees and, for worker comp purposes, are considered to have been paid minimum wage.

### **OLD BUSINESS:**

1. Elliott reported that she had received a phone call from a paralegal on July 9<sup>th</sup>. His name was Larry Bridges and he stated Mr. Harding would be hiring an attorney to represent him re: cemetery request to remove items from cemetery property and plots not belonging to Mr. Harding, and on July 10<sup>th</sup> Attorney Steve Airola called Elliott and said he would be representing Mr. Harding.
2. Armstrong reported that he has not been able to locate all of the survey maps done on the new section of the cemetery. He does have maps of 3 of the sections but believes it was split into 6-8 sections. He was requested to get copies made of the 3 map sections he does have and to see what can be done, using his field notes, to redraw maps of the other sections and bring them to the next board meeting.
3. The draft of the Board Policy document was reviewed by the board. An addition on the public recording meetings and on naming the Brown Act in the policy was suggested. Carniglia moved that the Board Policy be approved with the revisions. Elliott seconded the motion and the motion passed 5/0.
4. Discussion was held on planting Leland Cypresses and it was suggested Oleander might be another choice. Yeadon will look into these choices when the weather cools down.
5. The enclosure around the baby plot will be finished in the Fall.
6. Elliott reported she had spoken with Tanner Boone on repairing the J. S. Stanley marker and stabilizing the Isaac Hitchcock marker. He will not charge for the Stanley marker. The Hitchcock marker will have a cost and they will do the work before rainy season.
7. Elliott reported that the district business in the 2013-14 fiscal year with the Auditor was 27 warrants, 10 deposits and 10 misc. forms, which is below the suggested limit of 75 transactions annually before being charged.

### **NEW BUSINESS:**

1. Elliott proposed moving \$250 from the budget line item for worker comp insurance and increasing line items Utilities and Office Expense each by \$100 and Liability Insurance by \$50 so there will be no negative balances in the budget. Carniglia moved to approve these changes. Elliott seconded the motion and it passed 5/0
2. No invoices were presented this month.
3. Elliott suggested that he Public Policy document of the district needs revision to make sure it matches Ordinance 2014-001 and to fix redundant passages etc. The board agreed and Elliott will start on revisions and bring them to the board next month.

### **FINANCIAL REPORTS:**

1. YTD May 31, 2014 financial report from the County Auditor was presented. The district had a balance of \$11,018.18 with only one month left in the fiscal year.

**CARETAKER REPORT:** Yeadon told the board that a "Christmas" tree is now placed at the Harding plot area. He will be gone from July 18 thru July 27. He will continue work on the Baby Plot later and will also check into the best shrubs/trees to plant as a screen when the weather cools down.

**TRUSTEE REPORTS:** Armstrong told the board he would be out of town and unable to attend the next board meeting.

**DATE OF NEXT MEETING:** The date of the next board meeting will be Wednesday, August 20, 2014 at 7PM at the Historic Murphys School

**ADJOURNMENT:** Carniglia moved that the meeting be adjourned. Elliott seconded the motion. The motion passed 5/0 and the meeting was adjourned at 8:30 PM