

## MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of October 15, 2014

**CALL TO ORDER:** The meeting was called to order by President Alan Armstrong at 7:00 PM. Present were Trustees Alan Armstrong, Jo Brooksher, Maureen Elliott, Jeff St. Louis. Also present caretaker Robert Yeadon and Supervisor Merita Calloway. Absent: Trustee Louise Carniglia.

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

**PUBLIC COMMENTS:** None

**MINUTES:** St. Louis moved to accept the Minutes of September 17, 2014. Elliott seconded. The motion passed 4/0.

**CORRESPONDENCE:** None

### **OLD BUSINESS:**

1. Armstrong will bring the CD with the map of the original sections of the cemetery on it to the next board meeting, so copies can be made for other board members. Elliott brought copies of the map sections for the new area and gave them to Armstrong and reported she had kept copies and had provided copies to the caretaker.
2. The trees or shrub choices will be made when the rainy season starts.
3. Yeadon reported that he hopes to get the first row of blocks, for the Baby Plot foundation, in this week
4. Boone Memorials started the repair work on the broken Stanley grave marker and will be bringing in equipment later this week to straighten up the obelisk on Isaac Hitchcock's grave.
5. The board members reviewed proposed revisions to Pages 9 thru the end of the district's Public Policies handbook. Brooksher moved to accept all revisions to the handbook and St. Louis seconded the motion. The motion passed 4/0. Elliott will retype it and provide a copy to the board members and put it on the district's website

### **NEW BUSINESS:**

1. Invoices for \$39.60 to reimburse Robert Yeadon for fuel purchases; for \$45 to Foothill Portable Toilets for pumping services; for \$288.28 to reimburse Maureen Elliott for copies, post office box rent and purchase of 14 tiles for marking graves. Elliott moved they be approved. Armstrong seconded the motion and it passed 4/0.
2. The purchase of a 'pull grader' for the dirt roads in the cemetery was discussed. Yeadon gave the board a price of \$1,099 for a 4' grader, \$80 for a cover and \$21 for extra lynch pins. Elliott moved that Yeadon be authorized to purchase the pull grader of his choice with the cost not to exceed \$1,500 delivered. Armstrong seconded the motion and it passed 4/0.
3. Elliott reported that, since the County Auditors office could not guarantee they could submit the State Controller Financial Transactions Report before the deadline, she prepared the report herself, took it to Jenkins Bookkeeping in West Point for a review, and submitted it to the state. The Gann Limit Report, which the auditor's office had told them had to be submitted, is not required of the Murphys Cemetery District as per Article 13B, Section 9C of the CA State Constitution.
4. The caretaker who took care of the plot sales until her retirement in 2010, found three envelopes each with \$25 cash in them, each being a unreturned deposit for grave cleanup that was charged businesses working in the cemetery in 1978 and 1988. St. Louis moved that the cash be returned to those businesses. Brooksher seconded the motion and it was approved 4/0. Elliott will write letters to accompany the refunds.
5. Elliott reported that the Auditor will be holding a study session on November 13, at 5:30 PM in the Supervisors Chambers to discuss a proposal to charge special districts for transactions done with the auditor's office.

### **FINANCIAL REPORTS:**

1. Fiscal reports as of August 31, 2014 were presented.

**CARETAKER REPORT:** Yeadon reported that one of the new trees planted this year appears to be dying. Boones Memorials has been busy this week in the cemetery installing grave markers and starting repairs on the broken markers.

**TRUSTEE REPORTS:** Elliott told the board that the SDRMA booklet of the month was fire safety. After a short discussion on fire safety in the cemetery and on the job, Elliott suggested a fire extinguisher needed to be purchased for the maintenance building. Brooksher moved that the caretaker purchase a fire extinguisher of suitable size and type and submit a bill for reimbursement. St. Louis seconded the motion and it passed 4/0.

**DATE OF NEXT MEETING:** The date of the next board meeting will be Wednesday, November 19, 2014 at 7PM at the Historic Murphys School

**ADJOURNMENT:** Elliott moved that the meeting be adjourned. Brooksher seconded the motion. The motion passed 4/0 and the meeting was adjourned at 8:38 PM