

## MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of April 17, 2019

**CALL TO ORDER:** The meeting was called to order by Chair Karen Kaua at 7:03 PM in the Murphys Historical School. Present were Trustees Jeff St. Louis, Kristi Darby, Maureen Elliott, Karen Kaua and Patti Cripe. Also present Caretaker Robert Yeadon.

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

**PUBLIC COMMENTS:** None

**MINUTES:** Darby moved to accept the Minutes of the Regular meeting of March 20, 2019 and the Special Meeting of April 9, 2019. The motion was seconded by St. Louis and passed 5/0.

### **CORRESPONDENCE:**

1. A letter from FPPC was received asking for the population level of the cemetery district. Since there appears no way to find that out, Elliott is to contact them and ask how to do what they are requesting.

### **OLD BUSINESS:**

1. Report on scheduled work items:

a. Elliott reported Jeff from Angels Sewer and Drain has a couple of jobs that must be done first and then our water system replacement will be scheduled.

b. Valley Systems has repaired the damage to the gate wiring. They had to come up three times so the bill may be higher than estimated.

c. Tony's Signs will probably have the signs installed by next week.

d. The fence company was waiting for dry weather. A reminder phone call will be placed to them.

2. Since the board has not had time to review the Public Policy Handbook for possible revisions, the board agreed that Elliott should make draft revisions and email that to them before the next board meeting for discussion and possible approval.

3. It was reported that the temporary part-time worker that had been hired will not be able to return to the job for personal reasons.

4. Kaua asked the Bob Yeadon to remove the items that the Morgan family has nailed in trees and placed around the plot where they have family members buried.

5. SDRMA has sent a Waiver of Liability form that should be used for any volunteers working in the cemetery. Darby moved that the cemetery district require that anyone offering to do volunteer work in the cemetery must sign the Waiver of Liability. Elliott seconded the motion and it passed 5/0

### **NEW BUSINESS:**

1. A discussion on methods of disposing of surplus property or other un-needed items was held. It was decided to bring this back to the next board meeting.

2. A discussion was held on asking the Scouts to do a "Cemetery Clean-up Day" for a \$500 donation. It was agreed to ask them if they would be interested and decided that the District would also provide hot dogs, chips, cookies and bottled water if they are willing to do it.

3. Elliott asked is the board would be interested in sponsoring a county wide meeting for the special districts. She said that the CA Association of Special Districts would send a speaker up. Kristi moved that the MCD sponsor a meeting if one can be arranged. Cripe seconded the motion and it passed 5/0. Elliott will check into it further.

4. Robert Yeadon was told that daily time sheets would be required from now on. Records of that type are a requirement of the Labor Laws and must be kept for at least 3 years. A letter describing a change from monthly salary to hourly pay was also provided to Mr Yeadon. Since he did not want to sign the letter and stated he wanted to stay on salary instead of hourly pay, the item was moved to next month to allow the board time to do some planning and investigating on different methods of handling wages.

5. A discussion was held on the sign that was at the entry to the cemetery and that was destroyed over the winter by storms. The old sign had that firearms, motorcycles, horses and bicycles were banned in the cemetery. After discussion a decision on a new sign was moved to next month.

6. Monthly safety brochures: "Evacuation" and "Working Outdoors-Mosquitos and Ticks" and "Diversity-Food for Thought" were discussed and given to the caretaker .

7. A discussion on recycling items from the cemetery was held. The old fencing was recycled and the plastic pots can be donated to the Master Gardeners. Darby will check to see if Blooms and Things would take the vases that are collected from graves. When the old water system is removed, the board will try to find someone to take the old metal pipes instead of taking them to the land fill.
8. Elliott told the board that the new requirement is that all supervisors/board members and employees must take a two hour sexual harassment training before the end of 2019. The County is also going to require that all board members take Brown Act training.

#### **FINANCIAL REPORTS**

1. County financial reports: YTD February 28, 2019 financials were discussed
2. Budget vs Actuals and Itemized Category Reports: YTD February 28, 2019 were discussed.
3. Invoices: Invoices were presented for: AT&T in the amount of \$ \$4.64 due 4/22/2019 for the phone book listing and \$49.40 due 4/17/2019 for phone service; \$20.85 to Cal-Waste for April trash bin rent; Angels Pest Control \$2300 for weed spraying; Kirk Tree Service \$300 for chipping brush. Darby moved that all invoices be approved for payment and taken to the County Auditor. Cripe seconded the motion and the motion passed 5/0.

**CARETAKERS REPORT:** None

**TRUSTEE REPORTS/ITEMS OF INTEREST:** Elliott told the board that the local churches will be doing a Easter Sunrise service at the big cross at 6:30 AM and that a burial was scheduled for May 4 in the Evans plot. Also a retired CHP officer, Al Courtright had died and there might be a fairly large crowd when he is buried at a future date.

**ADJOURNMENT:** Elliott moved that the meeting be adjourned. St. Louis seconded the motion and the motion passed 5/0.

The meeting adjourned at 9:46 PM

The next meeting is scheduled for May 15, 2019 at 7PM