

MURPHYS CEMETERY DISTRICT

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

CALL TO ORDER: The meeting was called to order by Trustee Maureen Elliott at 7:00 PM at the historic Murphys School at 65 Jones Street, Murphys, CA. Present were Trustees Maureen Elliott; Jeff St. Louis and Louise Carniglia. Also present caretaker Robert Yeadon. Trustee Alan Armstrong was absent and there is one vacant trustee position.

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

AGENDA APPROVAL: Elliott asked that New Fencing be added to the agenda under New Business. St. Louis moved to accept the Agenda as revised. The motion was seconded by Carniglia and passed 3/0.

MINUTES: St Louis moved to accept the Minutes of December 18, 2013 as presented. Elliott seconded the motion. The motion passed 3/0.

PUBLIC COMMENTS: None

CORRESPONDENCE: None

OLD BUSINESS:

1. Cemetery Ordinance: The Notice of Exemption on the Cemetery Ordinance 2014-01 is ready to file with the county. Elliott will send it to them.

2. Since Armstrong was absent, the maps of the newest section of the cemetery are not available. This will be tabled until the next board meeting.

3. The CAPC annual survey of benefits is ready to file. Elliott will send it to them.

NEW BUSINESS:

1. Moved by Elliott that Angels Pest Co to do the annual weed spraying in the cemetery at a price of \$2,300. Motion seconded by Carniglia and passed 3/0. Caretaker Yeadon to order the work when he feels it is appropriate.

2. The county supervisors have reappointed Louise Carniglia for a term ending 12/31/2015 and appointed a new board member, Jo Brooksher, for the same length of term.

3. A plot owner requested that they be allowed to have the height of the grave marker on the plot to be as high as 45". After discussion the board agreed.

4. A trustee reported they saw several people using a gate into the cemetery from their property after dark one evening. St. Louis moved and Elliott seconded, that all property owners whose land touches the cemetery have a copy of the Ordinance mailed to them with a cover letter. The motion passed 3/0.

5. A discussion was held on installing better fencing around the cemetery. Tabled until the next board meeting.

FINANCIAL REPORTS:

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

2. Invoices: Invoices to reimburse Maureen Elliott \$120 for the cost of publishing the Ordinance in the Calaveras Enterprise and caretaker Bob Yeadon for \$16.50 for fuel he purchased for the weed blower were presented and approved by the board for payment.

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

CARETAKER REPORT: Yeadon told the board that he was fixing the leaking pipe under the paved road and that the county road dept. would need to be notified to patch that section of the road when the work was completed. The dirt removed from the grave of Evelyn Wilson was not removed by the grave diggers and this needs to be taken care of. The grave was dug by the Jackson Rancheria people so Elliott volunteered to call Angels Mortuary and have them contact them to come back and clean up.

TRUSTEE REPORTS: None

DATE OF NEXT MEETING: The date of the next board meeting will be February 19, 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 8:35 PM

MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of February 19, 2014

CALL TO ORDER: The meeting was called to order by President Al Armstrong at 7:00 PM at the historic Murphys School at 65 Jones Street, Murphys, CA. Present were Trustees Maureen Elliott; Jeff St. Louis, Jo Brooksher and Al Armstrong. Absent was Trustee Louise Carniglia. Also present caretaker Robert Yeadon and guests Mark and Terry Wilson and Supervisor Merita Calloway.

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 revised. The motion was seconded by Elliott and passed 4/0.

MINUTES: St Louis moved to accept the Minutes of January 15, 2014. Brooksher seconded the motion. The motion passed 4/0.

PUBLIC COMMENTS: Gate from Wilson property into the cemetery:

Mr. Wilson stated he had checked and found no deeded easement for a gate. He could find no deeds during a period of the 1970s through 1980 that were recorded for his property. He had the original survey map of his property and noted it showed a "dog leg" portion but the fence line is a straight line.

After discussion on the cemetery survey done in the 1980s by Kett Surveying and the exchange of deeds that took place at that time between Willard Wilson and the cemetery district to accommodate a boundary line adjustment, Mr Wilson stated he felt his gate should be allowed to remain. The board suggested that a document could be offered, giving him the right to have a gate as long as he owned the property but he felt he might want the gate to be allowed to remain permanently. He was asked to let the board know what he was requesting so the Board would have something concrete to discuss. He will let the board know what he is asking for by the next board meeting.

CORRESPONDENCE: None

OLD BUSINESS:

1. Armstrong brought maps of two sections out of the four section of the new area of the cemetery. He will continue to search for the other two map sections.
2. A discussion was held on installing a solid fence, along the line where the tennis courts are, as a privacy barrier. Elliott will research cost and it will be discussed at the next board meeting again.
3. Elliott reported that the NOE for Ordinance 2014-001 was filed with the county
4. The dirt removed from the grave for Evelyn Wilson still has not been removed. Elliott reported she had called Angels Mortuary twice on this. It was decided to send a letter to the son of the deceased, requesting this be done with 2 weeks of the letter date. Elliott will write the letter.
5. Discussion was held on plots that have large scale violations of Ordinance 2014-001. The largest problem is the John Harding plot and Wooten plots where large items of décor have been installed on the plots and in on plots not owned by Mr. Harding. Decision made to send Mr. Harding and the Wooten family a letter requesting all items on plots that are in violation of the ordinance be removed by March 30 2014 or the cemetery district would remove them and dispose of them. Armstrong will write the letters.

NEW BUSINESS:

1. All the trustees reported that they have filed their Annual Statement of Economic Interest with the county
2. The caretaker had reported that a theft of a chain from the road leading to Section 5 had taken place. He requested to be able to purchase a replacement chain and that request was approved by the board.

FINANCIAL REPORTS:

1. Plot Sales: No cemetery plots were sold in December.
2. Invoices: An invoice to reimburse Maureen Elliott \$294.64 for the cost of 6 trees; postage for mailing Ordinance, cost of copies of the ordinance and a permit from Air Quality Control was presented. Since Armstrong was owed \$17.38 from December but does not have a PEID number on file at the county, Elliott paid him for that amount and it was added to her invoice, making the invoice total \$312.02. Invoices to Angels Pest Co. in the amount of \$2,300 for week spraying and to Robert Yeadon in the amount of \$26.75 for his purchase of fuel and for mileage were also presented and approved for payment.
3. YTD December 31, 2013 financial report from the County Auditor was presented.

CARETAKER REPORT: Yeadon told the board that he would like to purchase a power washer. Elliott moved that Robert Yeadon be allowed to choose and purchase a power washer, price not to exceed \$200. Brooksher seconded the motion and it passed 4/0.

Yeadon also reported one of the LED lights for the flag was not working so he took it to Gold Electric for fixing. He asked if the Tonetti plot had been paid for. It has not and the marker they had put on the plot will need to be removed if they do not pay for the plot. Elliott will call the daughter again.

TRUSTEE REPORTS: Elliott reported a notification had been received that the worker comp insurance cost would go up 25% or more in April. Supervisor Calloway suggested checking on the price through the CA Special Districts Assoc.

Elliott told the board that she is scheduled for surgery so would not be at the next board meeting.

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

ADJOURNMENT: Elliott moved that the meeting be adjourned. St. Louis seconded the motion. The motion passed 4/0 and the meeting was adjourned at 8:48 PM

MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of March 19, 2014

CALL TO ORDER: The meeting was called to order by President Al Armstrong at 7:00 PM at the historic Murphys School at 65 Jones Street, Murphys, CA. Present were Trustees Jeff St. Louis, Jo Brooksher, and Al Armstrong. Absent was Trustee Louise Carniglia and Trustee Maureen Elliott. Also present caretaker Robert Yeadon.

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

AGENDA APPROVAL: Brooksher made a motion to approve the agenda. The motion was **seconded by St. Louis and passed 3/0.**

MINUTES: St. Louis moved to accept the minutes of February 19, 2014. Brooksher seconded the motion. The motion passed 3/0.

CORRESPONDENCE: Maureen Elliott had provided the Board with a copy of the letter sent to Mr. Lawrence Wilson Jr. of February 26, 2014 regarding the removal of the dirt that had been left at his mother's grave.

OLD BUSINESS:

1. Yeadon reported that Mark Wilson apologized to him for the noise at a party several years ago. Mr. Wilson also said that he would agree to have the gate remain where it is as long as the property is in his family. He would like to have that in writing. Mr. Wilson found the Kett file and he will attend the next meeting. Yeadon thought maybe a resolution from this board should be made to assure that future boards would honor the agreement with the Wilson family.
2. Yeadon suggested that the board should go out to the cemetery and hang some boards temporarily to determine the necessary height of the fence boards. The fence in question is to muffle the sounds coming from the school and tennis courts. It was decided by this board to hold the business of the new fence until Maureen is able to address it.
3. Yeadon reported that someone removed some of the dirt from the Wilson grave and then leveled off the rest. As this was not satisfactory, Yeadon took 5 wheelbarrow loads of dirt from the gravesite and then leveled off the remainder. He suggested that in the future, only cemetery personnel do the digging of graves and removal of dirt. He also suggested that a deposit be charged and a guide as to how to present a grave is created and provided when a plot is purchased. The board decided to leave this until Maureen comes back.
4. Al Armstrong reported that the letters to the Harding and Whooten families have not been written yet but will be written this weekend.
5. Armstrong said he is still looking for the maps of the new section of the cemetery.
6. Yeadon stated that the Tonetti family owes the cemetery \$100 for the removal of the grave marker and with the board's approval he is not putting it back.

NEW BUSINESS

1. Al Armstrong stated that the board needed a motion to join CSDA in order to change worker comp policy to their Risk Management Program. Brooksher mad a motion to join the CSDA and St. Louis second the motion. Motion passed 3/0.
2. St. Louis made a motion to do a Transfer of Funds of \$250 from Prof and specialized Services line item into Office Expense line item to cover the shortfall in that line item. Brooksher second the motion and it was passed 3/0.
3. The applications and necessary papers for applying to CSDA for membership and the CA Special Districts Assoc. Risk Management Program, were signed by Al Armstrong and notarized by Deseree D. McDaniel. Brooksher took the papers to make copies and mail.

FINANCIAL REPORTS

1. No Plot sales.
2. No invoices.
3. YTD January 31, 2014 county financial report.

CARETAKER REPORT:

1. The light bulb for the flag has burned out. Yeadon went to Gold Country Electric to replace it and learned that it was covered under warranty.
2. Yeadon asked about turning the water on April 1, 2014 because of the drought. Armstrong told Yeadon to determine if we need to change it from May 1, 2014 to April 1, 2014. He said that Yeadon should make a judgment call on it.
3. Yeadon has taken on another job with Ebbetts Pass Memorial and he would like permission to use the cemetery tractor to clean up some debris. He received the approval of the board to do so.

TRUSTEE REPORTS:

1. The board is in agreement that a letter to the editor thanking Supervisor Merita Calloway be written. It was agreed to ask Maureen to take care of this letter.

DATE OF NEXT MEETING: April 16, 2014 at 7:00PM.

MOTION TO ADJOURN: St. Louis made a motion that the meeting be adjourned. Brooksher seconded the motion.

ADJOURMENT: MEETING WAS ADJOURNED AT 7:55PM

MURPHYS CEMETERY DISTRICT

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

CALL TO ORDER: The meeting was called to order by President Al Armstrong at 7:03 PM. Present were Trustees Maureen Elliott; Jeff St. Louis, Jo Brooksher and Al Armstrong. Absent was Trustee Louise Carniglia. Also present caretaker Robert Yeadon and guest Joe Jackson of the Congregational Church in Murphys.

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 revised. The motion was seconded by Brooksher and passed 4/0.

MINUTES: Brooksher moved to accept the Minutes of March 19, 2014. St. Louis seconded the motion. The motion passed 4/0.

PUBLIC COMMENTS: Mr. Jackson asked for permission to hold a service of the members of the Congregational Church at the cross in the cemetery on Good Friday, in the evening and for three of the local churches to hold the traditional Sunrise Service jointly on Easter Sunday morning. Elliott moved to approve both of these services. St. Louis seconded the motion and it passed 4/0

CORRESPONDENCE: None

OLD BUSINESS:

1. The option of offering a license for the gate between the Mark Wilson property and Buena Vista Cemetery was discussed. Elliott will speak with county council on how to do that and it will be brought back next month.
2. Discussion was held on installing a wood fence along the line where the tennis courts are. This will be brought back to the board next month
3. Armstrong wrote letters to both Harding and Wooten but his printer did not work. Elliott will obtain mailing addresses for both parties and email the addresses to Armstrong who will get them ready to send.
4. Armstrong reported that Robert Martin has the survey maps for the new area of the cemetery. He will obtain them from him.
5. It was decided to leave the Tonetti grave marker in storage until they pay for the plot.
6. Discussion was held allowing anyone other than a grave digger hired by a mortuary to dig a grave. It was suggested that a cleanup deposit be charged. This subject will be brought back to the next board meeting.
7. Elliott reported that the new worker comp policy is in place. The old insurance company is reviewing the actual wages earned for the last policy period and may send another bill.
8. Armstrong reported he sent a Thank You letter to the Enterprise by email, thanking Merita Calloway for her recent assistance in obtaining affordable insurance. The letter was not printed.

NEW BUSINESS:

1. Elliott reported that the transfer of \$250 between two budget classifications done last month was rejected by the Auditor's office who has stated that 4 of the 5 Trustees must approve such a transfer and also want a copy of the minutes approving the action. Elliott will check with the county to find out if this is a county requirement.
2. Elliott reported that the Clerk of the Board of Supervisors had asked for a copy of the district's Board Policies manual. The district does not have one, so Elliott will do research and bring a draft version to the next meeting.
3. It is required that we have an Illness and Injury Prevention Policy. SDRDA provided a sample IIPP and it was presented for board approval. Elliott moved to accept the IIPP. St. Louis seconded the motion and it passed 4/0.

FINANCIAL REPORTS:

1. Plot Sales: One 5X5 plot was sold in March.
2. Invoices: Invoices to pay Maureen Elliott \$32.03 for the cost of notarization and mailing of the application for worker comp insurance; SDRDA \$309 for worker comp ins. proration; Robert Yeadon \$201.90 for reimbursement of purchase of fuel and a power washer. The invoices were approved 4/0.
3. YTD February 28, 2013 financial report from the County Auditor was presented.

CARETAKER REPORT: Yeadon told the board that the Ebbetts Pass Veteran's Memorial District gave us a picnic table. He also reported that the tractor would need its annual servicing soon.

TRUSTEE REPORTS: Elliott told the board she would not be available for the May 21 board meeting due to a scheduled vacation. Since it appeared possible that there might not be a quorum for that meeting, it was suggested to hold the May meeting a day early on Tuesday May 20. All trustees agreed with this.

DATE OF NEXT MEETING: The date of the next board meeting will be Tuesday, May 20, 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 8:36 PM

MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of May 20, 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.

AGENDA APPROVAL: St. Louis moved to accept the Agenda as presented. The motion was seconded by Carniglia and passed 5/0.

MINUTES: Brooksher moved to accept the Minutes of April 16, 2014. St. Louis seconded the motion. The motion passed 5/0.

PUBLIC COMMENTS: None

CORRESPONDENCE: None

OLD BUSINESS:

1. The License Agreement for a gate for the Mark Wilson property, prepared with the help of the County Council's office, was discussed. Elliott moved to approve the License Agreement as written; St. Louis seconded the motion and it passed 5/0. Armstrong will mail it to the Wilsons and request that they call him after they have reviewed it.
2. Discussion was held on installing a wood fence along the line where the tennis courts are. County Supervisor Callaway told the board that there may be a fence height restriction. She will check with building/planning and this will be brought back to the board next month
3. Armstrong wrote letters to both Harding and Wooten. It was decided that the letters should not use personal pronouns but should instead refer to the District or the Board. He will rewrite them and bring to next month's meeting.
4. Armstrong reported that he has not had time to get the survey map of the new area from Robert Martin. He will have them by next month.
5. Hartford Insurance has sent several letters about the old worker comp policy and appears to think the insurance is still with their company.
6. The draft of the Board Policies was discussed. It was decided to allow another month for all board members to read it carefully.
7. Discussion was held on the issues that can arise by allowing anyone other than a grave digger hired by a mortuary to dig a grave. St. Louis moved and Elliott seconded that a deposit of \$500 be charged to anyone having a private person dig a grave. This deposit will be returned as soon as the grave site is cleanup after the burial.

NEW BUSINESS:

1. Elliott reported that the Auditor's office will now require a copy of the minutes to be provided with any money transactions sent to them.
2. Elliott reported that the Auditor's office reminded her that all board minutes must be posted on the website. Elliott will take care of this.
3. On a motion by Carniglia and seconded by Elliott, the board approved signing the preliminary Budget Attestation using the budget numbers for the 2013-14 fiscal year.
4. Elliott reported that the VA will not provide a Civil War veteran with a marker since it must be requested by a direct descendant. Elliott will find a way to finance the purchase of a grave marker to match the old Civil War grave markers.

FINANCIAL REPORTS:

1. Plot Sales: One 5x5 plot was sold in April.
2. Invoices: Invoices to pay State Farm \$310 for liability insurance; Maureen Elliott \$10 for reimbursement for the cost of notarization of the application for worker comp insurance. Brooksher moved to approve the invoices; St. Louis seconded the motion and it passed 5/0
3. YTD March 30, 2014 financial report from the County Auditor was presented.

CARETAKER REPORT: Yeadon requested permission to purchase a metal detector so he can find old plot pins. Elliott moved to approve the request, cost not to exceed \$125. Carniglia seconded the motion and it passed 5/0.

TRUSTEE REPORTS: None

DATE OF NEXT MEETING: The date of the next board meeting will be Wednesday, June 18, 2014 at 7PM at the Historic Murphys School

ADJOURNMENT: Elliott moved that the meeting be adjourned. Brooksher seconded the motion. The motion passed 5/0 and the meeting was adjourned at 8:50 PM

MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of June 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.

AGENDA APPROVAL: Carniglia moved to accept the Agenda as presented. The motion was seconded by Brooksher and passed 5/0.

MINUTES: St. Louis moved to accept the Minutes of May 20 16, 2014. Elliott seconded the motion. The motion passed 5/0.

PUBLIC COMMENTS: Trustee Brooksher provided a printout on green burials and spoke on potentially allowing a waiver of cemetery policies under certain circumstances.

Supervisor Callaway told the board that the both the Auditor's office and County Council are proposing to charge special districts for their services over a base amount of free service. Public study session will be held by county on these proposals.

CORRESPONDENCE:

1. UPUD rate increase proposal. No action taken
2. CSDA board election. No action taken
3. Hartford Insurance sent a refund of \$15 on the canceled worker comp policy
4. Robert Hawks CPA sent a resume and letter soliciting business for audit services. No action taken.

OLD BUSINESS:

1. License Agreement for a gate for the Mark Wilson property: Armstrong went to their home but no one was home so he has not provided the agreement to them. Elliott will provide Armstrong with the mailing address for the Wilsons.

2. Proposed wood fence: Fence height restriction of 7" makes a fence impractical. Elliott moved that the caretaker purchase an adequate number of Leland Cypress for the area and install a drip system to water them, cost not to exceed \$500. St. Louis seconded the motion and it passed 5/0

3. Revisions to letters to both Harding and Wooten were discussed and approved. Elliott moved that she retype the letters as revised and Yeadon will hand deliver the letter and Ordinance to Harding with Elliott mailing the letter and Ordinance to the Wootens. Carniglia seconded the motion and it passed 5/0.

4. Armstrong reported that he thought he gave the maps to Bob Mulvaney to put on a CD but Mulvaney says they were not given to him. Armstrong will contact the person who did the survey and obtain maps by next month.

5. The draft of the Board Policies was discussed. After discussion, some revisions were suggested by trustees. Elliott will retype the draft with the revisions and it will be brought back next month.

NEW BUSINESS:

1. Trustees all signed a new District Signature Authorization Form to be given to the Auditor's office.

FINANCIAL REPORTS:

1. Plot Sales: No plots were sold in May

2. Invoices: Elliott moved that invoices to pay SDRMA \$340 for one quarter of worker comp insurance; Foothill Portable Toilets \$45 for pumping; Robert Yeadon to be reimbursed \$182.14 for various purchases on behalf of the district be approved for payment. Carniglia seconded the motion and it passed 5/0.

3. YTD April 30, 2014 financial report from the County Auditor was presented.

CARETAKER REPORT: Yeadon has started work on the Baby Plot and will get a price for fixing the broken markers for Isaac Hitchcock and J. S. Stanley. He requested that he be provided with additional business cards.

TRUSTEE REPORTS: None

DATE OF NEXT MEETING: The date of the next board meeting will be Wednesday, July 16, 2014 at 7PM at the Historic Murphys School

ADJOURNMENT: Elliott moved that the meeting be adjourned. Carniglia seconded the motion. The motion passed 5/0 and the meeting was adjourned at 9 PM

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 9th. 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 10th 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

MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of August 20, 2014

CALL TO ORDER: The meeting was called to order by Trustee Maureen Elliott at 7:03 PM. Present were Trustees Jo Brooksher, Maureen Elliott, Jeff St. Louis. Also present caretaker Robert Yeadon and Supervisor Merita Callaway. Absent were Trustees Alan Armstrong and Louise Carniglia.

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

PUBLIC COMMENTS: None

MINUTES: St. Louis moved to accept the Minutes of July 16, 2014. Brooksher seconded. The motion passed 3/0.

CORRESPONDENCE:

1. A letter from the Calaveras Co. Auditor concerning county provided life insurance for staff was read. Elliott moved that the Murphys Cemetery District will not be covering staff or board members for any life insurance. The motion was seconded by Brooksher and passed 3/0.

2. A letter from CSDA soliciting board members participation on various committees of CSDA. There was no interest from board members.

3. A letter concerning some new worker comp regulations concerning the predesignation of a personal physician was read. No action taken.

OLD BUSINESS:

1. Discussion was held on an unsigned letter received from attorney Steven J. Airola on July 15th by email. St. Louis moved that Elliott be instructed to send a letter to Mr. Airola, responding to the Freedom of Information Act requests in the letter, letting him know that none of the requests could be filled since the information requested does not exist. Brooksher seconded the motion and it passed 3/0.

2. Armstrong emailed that R. Martin would need to spend 3-4 hours in the cemetery before he can redraw maps of the area not yet opened to burials. Discussion was held on who drew the original missing maps. It was decided to table this matter until the next board meeting so Armstrong could answer questions.

3. Caretaker Yeadon will let the board know what shrubs would work best as a screen along the tennis court line at a later board meeting.

4. Caretaker Yeadon stated he was still working on leveling the area of the baby plot.

5. No further word has been heard on when Boone Memorials will be able to straighten the broken markers.

6. Elliott reported that the SDRMA Annual Payment Reconciliation form has the hours of volunteers added.

7. Elliott reported that the Gate License form had the Wilson's signature notarized and was given to Armstrong for his notarized signature. Unknown if Armstrong took it for recording.

8. The Public Policies Handbook potential revisions were discussed. Brooksher moved that the first 4 pages and through the end of the first paragraph on page 5 be approved as presented. St. Louis seconded the motion and the motion passed 3/0. Further pages with revisions will be discussed each month until the project is finished.

NEW BUSINESS:

1. One invoice in the amount of \$20.85 to reimburse Robert Yeadon for blower fuel was approved for payment.

FINANCIAL REPORTS:

1. End of fiscal year 2013-14 financial reports were presented. The cemetery district has a net balance of \$11,659.62 unspent from that fiscal year.

CARETAKER REPORT: Yeadon said a phone call had been received from a Brook Modrell who has a dispute over a plot curbing that they believe was damaged by Boone Memorials. This is not something the cemetery district can help with and the two parties need to come to an agreement themselves.

The ditch road has been cleaned up but it will be needed to purchase "waddles" to stop potential erosion. They are available at lumber stores.

TRUSTEE REPORTS: St. Louis said a person attending an event at Ironstone was overheard telling how the owner of the vacation rental on Allen Ct. that he was staying in had told them they can climb over/through the cemetery fence for a short cut into town. Yeadon said one of the areas of the fence has a chair/stool placed next to the fence and the fence wire is cut and just twisted together. He will install new barbed wire on the section. Board to see if they can find out who owns this vacation rental so the owner can be told that going through the fence is not allowed.

DATE OF NEXT MEETING: The date of the next board meeting will be Wednesday, September 17, 2014 at 7PM at the Historic Murphys School

ADJOURNMENT: Elliott moved that the meeting be adjourned. Brooksher seconded the motion. The motion passed 3/0 and the meeting was adjourned at 8:38 PM

MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of September 17, 2014

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

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

PUBLIC COMMENTS: None

MINUTES: St. Louis moved to accept the Minutes of August 20, 2014. Elliott seconded. The motion passed 3/0.

CORRESPONDENCE:

1. An email from Attorney Steve Airola dated Sept. 16, 2014 was presented to the board. The board had no objection to the request for more time that Mr. Airola made in his email.

OLD BUSINESS:

1. Armstrong provided two sections of the map showing possible plot locations for the new section. He does not have the other map sections for the remainder of that area. Robert Yeadon suggested that he had taken a draftsman class and would be willing to put together a new drawing of the new area of the cemetery showing where the plots were planned. He showed the board a map portion he had already completed. Elliott moved that Yeadon finish the drawing with payment to him decided by the board at a later date. St. Louis seconded the motion and the motion passed 3/0. Elliott to take the map sections we have and get several copies of each page made.
2. Yeadon will bring suggestions as to what shrubs/trees to purchase for privacy screening once the weather cools down and rains start.
3. Yeadon reported that he was continuing work on preparing for curbing of the old baby plot as his time permits.
4. Elliott will contact Boone Memorials next month to remind them of the need for repair of the two grave markers.
5. Armstrong reported he took the Wilson gate license to the county and recorded it on Sept. 11.
6. Pages 5 thru the top paragraph on page 8 were read and the revisions discussed by the board. St. Louis moved that those page be approved as revised. Armstrong seconded the motion and it passed 3/0
7. Yeadon reported that the owners of the home on Allen Ct. whose vacation renters had been accessing the cemetery through the cemetery fence, called him 2 days ago. They wanted to know why the fence was freshly wired shut and he informed them that he had done this at the direction of the board since there is no legal access from neighboring properties into and through the cemetery. They seemed in agreement but the board requested that a copy of the Ordinance and a letter be sent to them to reinforce this. Elliott will mail them.

NEW BUSINESS:

1. One invoice in the amount of \$450.89 to pay SDRMA for worker comp insurance was presented. Elliott moved it be approved. Armstrong seconded the motion and it passed 3/0.
2. Elliott reported on the Sept 9th Supervisor meeting to discuss County Council and the Auditor's proposals to charge special districts for using their services. The proposal from the County Council's office was voted down by the Supervisors 3/2. The proposal by the Auditor will go to a public study session that will be scheduled at a later date.
3. Elliott reported on the search of survey maps for the Big Trees Subdivision that might show where the land set aside for a cemetery was located. She found a map with showing a parcel set aside for a school but none with a cemetery parcel. Since the land set aside for a school site has been sold and subdivided, probably any parcel that might have been intended for a cemetery is also sold.
4. Elliott reported that a crematory in Sacramento had called about abandoned cremains of Clifford Cole whose wife is buried in Buena Vista. They mailed the cremains to Angels Mortuary and Elliott picked them up and Yeadon has buried them in Edna Cole's plot.
5. Elliott reported that the son of Irving Boyd Jr., whose cremains were buried in Buena Vista in Sept. 2010 without a permit, called. His brother was supposed to have taken care of the burial of the father's cremains. He sent a permit and a letter stating he had ordered a grave marker and would contact the cemetery when it was to be installed.
6. There are no more name markers for unmarked graves left so we should order more. St. Louis moved that enough name tiles be ordered so the order will get free shipping. Elliott seconded the motion and it passed 3/0.
7. The proposed budget for 2014-15 was discussed. Armstrong moved that the 2014-15 budget be approved with the revision of adding \$2,000 to Maintenance of Bld and Grounds. St. Louis seconded the motion and it passed 3/0.

FINANCIAL REPORTS:

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

CARETAKER REPORT: Yeadon said he would like to purchase a portable grader by winter. This item will be put on the Agenda for October's board meeting.

TRUSTEE REPORTS: Elliott told the board that Gov. Brown has signed a law giving 24 hours of sick leave to all employees starting July 2015. This is applicable to employees who only work a few hours a day so the cemetery caretaker will be eligible for medical leave after that date.

DATE OF NEXT MEETING: The date of the next board meeting will be Wednesday, October 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 8:30 PM

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

MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of November 19, 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, Laurie Carniglia, Maureen Elliott, Jeff St. Louis. Also present caretaker Robert Yeadon and Supervisor Merita Calloway.

QUORUM: A quorum of five board members was present when the meeting was called to order. The board retired into closed session at 7PM for the purpose of holding an employee review.

The board returned to open session at 7:16PM. President Alan Armstrong reported that the board had unanimously approved a one time \$1,200 bonus to be paid to the District's caretaker, Robert Yeadon.

PUBLIC COMMENTS: None

MINUTES: Brooksher moved to accept the Minutes of October 15, 2014 as presented. St. Louis seconded. The motion passed 5/0.

CORRESPONDENCE: None

OLD BUSINESS:

1. Armstrong had the CD with the map of the original sections of the cemetery on it and gave it to Elliott with the request that copies of the CD be made for all board members and for the caretaker.
2. The trees or shrub choices for the cemetery will not be made until early Spring.
3. Yeadon reported that the first row of blocks to lay the foundation for the curbing on the Baby Plot are laid out and the cement work may be done this week if weather permits.
4. Boone Memorials has completed the work to straighten the obelisk on the plot of Isaac Hitchcock and it is now on a new foundation and standing up straight. They took the broken Stanley grave marker to their shop and will return it when done. When asked the cost, Tanner Boone stated he did not think his dad would agree to charge the cemetery anything for the work done.
5. Elliott reported that the workshop, presented by the County Auditor on the matter of her proposal to charge special districts for transactions handled by her office, went well. Most seemed to understand her need for more staffing, but did not feel that the county would allow her to keep any funds raised from the special districts for a dedicated worker for special district bookkeeping only. Supervisor Calloway suggested that the special districts should submit options that they consider more workable to the Auditor so she has some idea of what might be acceptable to the special districts before she takes her proposal to the Supervisors. Further discussion was tabled until the next board meeting, when a decision will be made on what the Murphys Cemetery board is willing to support.

NEW BUSINESS:

1. A discussion was held on homeless people living in the cemetery. The recent person has left the cemetery since the sheriff's deputy talked with her. If this happens again, the board will ask for a deputy to drive through the cemetery after dark.
2. Invoices to reimburse Robert Yeadon \$1,529.66 for the purchase of the grader and for fuel; to pay the CSDA \$106.75 for annual dues and to pay the CAPC \$60 in annual dues. In addition the board approved renewing their domain name for two years. All invoices were approved.
3. Elliott reported that a new requirement is that a link to the CA State Controllers annual compensation reports be placed on all special district websites. This will be done before the deadline of January 1, 2015
4. Discussion was held on the lack of response from the attorney representing John Harding. He had emailed the board on Sept. 16, stating he needed time to meet with his client but nothing further has come from him. After discussion, Carniglia moved that the cemetery caretaker be instructed to remove items in the cemetery that are on all land belonging to the cemetery district that no one has purchased the interment rights to, including the walkways between plots as well as plots not yet dedicated to a burial. This action to take place on December 31, 2104. All items removed to be stored behind the maintenance building for a maximum of 30 days, after which they will be disposed of. In addition the cemetery district will take no responsibility for any damage or theft of items removed and stored. As a courtesy, this to be put in a letter and sent to attorney Steve Airola as well as his client. Brooksher seconded the motion and the motion passed 5/0.

FINANCIAL REPORTS:

1. Fiscal reports as of September 30, 2014 were presented.

CARETAKER REPORT: Yeadon reported that the large Butler plot has been outlined with cement blocks but no further work has been done on the plot.

TRUSTEE REPORTS: Elliott reported on the Schwoerer family holding a ceremony to place a marker on the grave of Lionel Schwoerer to honor him as the descendant of a Revolutionary War soldier.

Elliott showed the trustees a drawing of the marker that will be placed on the grave of Civil War veteran Daniel Dawley.

Elliott gave the SDRMA booklet of this month on Holiday Safety to caretaker Bob Yeadon.

DATE OF NEXT MEETING: The date of the next board meeting will be Wednesday, December 17, 2014 at 7PM at the Historic Murphys School

ADJOURNMENT: Elliott moved that the meeting be adjourned. Brooksher seconded the motion. The motion passed 5/0 and the meeting was adjourned at 9 PM

MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of December 17, 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. Absent was Trustee Louise Carniglia. Also present caretaker Robert Yeadon and Supervisor Merita Calloway.

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

PUBLIC COMMENTS: None

MINUTES: Brooksher moved to accept the Minutes of November 19, 2014 as presented. St. Louis seconded. The motion passed 4/0.

CORRESPONDENCE: A notice of the CAPC Annual Conference to be held on March 26-28, 2015 was discussed. No action taken.

OLD BUSINESS:

1. Elliott gave all board members and the caretaker a CD with the original maps of the cemetery that were drawn about 15 years ago.
2. Yeadon reported that no new work has been done on the Baby Plot in the past month.
3. A discussion was held on ways to cut the district's costs if the County Auditor should start charging to handle the District's fund. It was decided that the Board should put together a proposal of what they view as fair for any charges and submit them to the Auditor for consideration. This item will be brought back to the next meeting for further discussion.
4. It was announced that Attorney Steve Airola has requested that members of the cemetery board meet with him on December 19, 2014 at 2PM at the site of the J. Harding plot. It was agreed that the caretaker and as many board members as possible would be at the meeting.

NEW BUSINESS:

1. Invoices to reimburse Robert Yeadon \$113 for the purchase of a fire extinguisher; to pay the SDRMA \$340 for one quarter of the annual worker comp insurance premium and to reimburse Maureen Elliott \$132.98 for website renewal cost, were presented and approved by the board for payment.
2. The safety brochure of the month "Slippage, Trips and Falls" was discussed and the brochure was given to caretaker Yeadon.

FINANCIAL REPORTS:

1. Fiscal reports as of September 30, 2014 were presented.

CARETAKER REPORT: Yeadon reported that the road grader works very well. He has burnt the large pile of leaves and debris that had accumulated. The roads have all been blown off and the water will be turned off for the winter at the end of the month.

TRUSTEE REPORTS: Trustee Jo Brooksher requested that the minutes reflect that the board thanks Supervisor Calloway for her years of service to the county and to the cemetery district.

DATE OF NEXT MEETING: The date of the next board meeting will be Wednesday, January 21, 2015 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 8:35 PM