

**MURPHYS CEMETERY DISTRICT**  
Minutes of the Board of Directors meeting of January 18, 2017

**CALL TO ORDER:** The meeting was called to order by Secretary Maureen Elliott at 7:02 PM in the Murphys Historical School. Present were Trustees Maureen Elliott, Jeff St. Louis, Patti Cripes, Guy Puccio and Caretaker Robert Yeadon and Calaveras Co. Clerk to the Board of Supervisors, Diane Severud

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

**PUBLIC COMMENTS:** Diane Severud addressed the question about if emails concerning an agenda item were circulated to all board members violated the Brown Act and told the board that is a Brown Act violation. She also stated that an Ad Hoc committee, consisting of no more than 2 board members, could prepare draft documents and bring it to the complete board for approval. After Public Comments, Diane Severud left the meeting.

**APPOINTMENT OF BOARD CHAIR AND SECRETARY/CLERK FOR 2017:** Elliott made a motion that St. Louis, as the senior board member, be appointed chair, if he is willing to accept the nomination. Cripe seconded the motion. St Louis accepted the position. The motion passed 4/0

The question was posed as to which board member would take the secretary/clerk position. Cripe and Puccio stated that they did not want to take that job. Elliott stated she would continue as secretary/clerk for now if the board agreed. There were no objections to this.

The new chair, Jeff St. Louis, took over the board meeting

**MINUTES:** Puccio moved to accept the Minutes of December 21, 2106. The motion was seconded by Cripe and passed 4/0

**CORRESPONDENCE:**

1. The SDRMA supplied Labor Law poster for 2017 was given to Yeadon to be displayed in the maintenance building.
2. A list of on-demand webinars given by SDRMA was presented to the board
3. A document, provided by CAPC, of what work requires that prevailing wages are paid was discussed.
4. A letter from the Auburn Cemetery District advertising for candidates for the position of manager was presented.

**OLD BUSINESS:**

1. The 2014 Board Policy Manual possible revisions were discussed by Puccio. He stated that the manual appears to be both a policy and a by-law document and that they should be separate documents. After discussion, Puccio moved to keep all Murphys Cemetery District existing documents as they currently stand for now. Seconded by Cripe and passed 3/1 (Elliott voted No)

Puccio stated that no documents should be sent to board members in PDF format and that documents should only be sent out in Word or RTF format. When asked why, he stated that PDF documents could not be edited. Elliott stated that the board package was not intended for editing by board members but is only for their information. After the above discussion, Elliott left the meeting.

2. Discussion and approval of forms needed per SB 1179: Brooksher, Elliott and Puccio had all prepared draft versions of the forms for the board to discuss. No decision was made and the item was to be moved to the next board meeting.

**NEW BUSINESS:**

1. The Brown Act and what is considered a meeting. Since Clerk of the Board of Supervisors, Diane Severud, addressed this subject under Public Comments, this item did not require discussion or action.
2. A request from a member of the public that they be allowed to be buried without a casket due to religious beliefs was discussed. Puccio stated he felt more research of the law should be made and that he would be willing to do this. This item will be moved to next month's board meeting.
3. The monthly safety brochure "Slips, Trips and Falls-Split Second Safety" was discussed.

**FINANCIAL REPORTS**

1. County financial reports YTD November 30, 2016 were presented
2. Budget vs Actuals YTD November 30, 2016 were presented
3. Invoices: Invoices to AT&T in the amount of \$4.61 for the phone book listing and \$52.98 for wireless phone service; and to reimburse Maureen Elliott \$54.49 for purchase of an anti-theft wheel lock were presented

**CARETAKERS REPORT:**

**TRUSTEE REPORTS/ITEMS OF INTEREST:**

**ADJOURNMENT:**

The next meeting is scheduled for February 15, 2017 at 7PM.

**MURPHYS CEMETERY DISTRICT**  
Minutes of the Board of Directors meeting of April 19, 2017

**CALL TO ORDER:** The meeting was called to order by Chair Jeff St. Louis at 7:04 PM in the Murphys Historical School. Present were Trustees Maureen Elliott, Jeff St. Louis, Kristi Darby. Absent were Trustee Patti Cripe and Caretaker Robert Yeadon.

**QUORUM:** A quorum of three board members were present.

**PUBLIC COMMENTS:** None

**MINUTES:** St. Louis moved to accept the Minutes of January 18, 2106. The motion was seconded by Darby and passed 3/0. There were no board meetings held in February & March 2017 due to a lack of a quorum

**CORRESPONDENCE:**

1. CA State Controller letter on 2016 Government Compensation Report. Elliott reported that she has submitted the required information.
2. SDRMA notice of board/committee positions open. No action taken
3. US Dept. of Commerce survey. Elliott reported it was completed
4. SDRMA Reimbursement program. SDRMA will reimburse, up to \$1000, the cost of items purchased that will reduce the risk of loss. Elliott suggested that items such as safety vests and gloves be purchased now and those receipts and the receipts for other similar items already purchased in this fiscal year be submitted. This suggestion was accepted by the board.
5. CAPC emails from other districts concerning their policies on scattering gardens, master plans, weekend services and monitoring cemetery gates were discussed. No action taken.
6. SDRMA removal of small tool item from inventory list was discussed. Since the deductible is higher than the cost of any of the small tools, it was decided that they do not need to be on the inventory list.
7. The Supreme Court decision that private emails and computers that are used to send cemetery business was discussed.
8. Brown Act changes re: items posted on district website. The Agenda must be posted on the Home Page of a website and must be searchable, and downloadable etc. Elliott stated that this month's Agenda was moved to the Home Page even though the law is not yet required.

**OLD BUSINESS:**

1. Elliott moved that the resignation of trustee Guy Puccio be accepted. St. Louis seconded the motion and the motion passed 3/0
2. After discussion on the Successor Rights draft forms presented by various board members, St. Louis moved that the draft form #4 be used with the addition of the original Assignment of Successor form provided by CAPC and the Right to Succession form. Elliott seconded the motion and the motion passed 3/0
3. The request from Mrs. Martin that she and her husband be allowed burial, when the time comes, without the use of a casket according to Jewish custom was discussed. After discussion St. Louis moved to approve this request with the note that a deposit may be required at the time of a burial to ensure that any grave repairs caused by sinking of the grave, that might happen because of the lack of a vault, would be covered. Darby seconded on the motion and it passed 3/0
4. Several projects passed at earlier board meetings that have not yet been done were discussed.
  - a. On finishing the curb etc for the "Baby Plot", it was decided to have Boone Memorials finish the work since donated funds were available to pay the cost.
  - b. On installing a map kiosk, the board decided to cancel this project for now.
  - c. Since the bid for the wood fence installation was given to the caretaker, who was not present at this meeting, this discussion will be moved to next month.
  - d. The installation of the road name signs will be moved to next month
  - e. After discussion, it was decided that the warning signs that the public was barred from entry to certain roads must be installed ASAP. St. Louis offered to make sure this is done.
  - f. St. Louis offered to obtain a bid for doing the brick/cement work for the proposed Memorial Area.

**NEW BUSINESS:**

1. Worker comp injury: The condition of our cemetery caretaker was reported.
2. Monthly safety brochures "Diversity in the Real World"; "Hazcom-Are you GHS Ready?"; Driven to Distraction II" were discussed and will be provided to the caretaker on his return to work.
3. Elliott reminded the board members that their Statement of Economic Interests filings are due. Both Darby and St. Louis provided theirs at the meeting.

4. Elliott told the board members about the historical burial grounds located in the Murphys Cemetery District. At this time they are all on private ground, but in the future it is possible the District may be asked to take over responsibility for one or more of them.

**FINANCIAL REPORTS**

1. County financial reports YTD February 28, 2016 were presented
2. Budget vs Actuals YTD February 28, 2016 were presented
3. Invoices: Invoices to AT&T in the amount of \$4.70; \$4.64 and \$4.64 for the phone book listing and \$52.98; \$52.94; and \$54.11 for wireless phone service were presented. Also an invoice from Angels Pest for \$2,300 for weed spraying. All invoices were approved and signed by the trustees.
4. Elliott reported that she had spoken with the firm who does the annual audits, since this is the District's 5<sup>th</sup> year since it was audited and it must be done this year. The company will be in Calaveras County in August and September. The auditor is going to review AB 2613 to see if there can be a financial review for 4 of the years with only this fiscal year being a full audit.

**CARETAKERS REPORT:** None

**TRUSTEE REPORTS/ITEMS OF INTEREST:** None

**ADJOURNMENT:** St. Louis moved that the meeting be adjourned, Darby seconded the motion and the meeting adjourned at 9:29 PM

The next meeting is scheduled for May 17, 2017 at 7PM.

**MURPHYS CEMETERY DISTRICT**  
Minutes of the Board of Directors meeting of May 17, 2017

**CALL TO ORDER:** The meeting was called to order by Chair Jeff St. Louis at 7:02 PM in the Murphys Historical School. Present were Trustees Maureen Elliott, Jeff St. Louis, Kristi Darby and Patti Cripe and Caretaker Robert Yeadon.

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

**PUBLIC COMMENTS:** None

**MINUTES:** Darby moved to accept the Minutes of April 19, 2017. The motion was seconded by Elliott and passed 4/0.

**CORRESPONDENCE:**

1. The Public Cemetery Alliance sent a notice of a meeting they would be holding. No action was taken.
2. A district workshop on Understanding the Brown Act will be held in Stockton by CSDA. No action was taken.

**OLD BUSINESS:**

1. A bid was obtained for installing wood fence along a portion of the cemetery boundary. After discussion, the item was tabled until next month to give time to obtain more bids.
2. No bids have yet been obtained for installing the Memorial Area so this item was tabled until next month.
3. Discussion was held on installing the road signs that were already purchased. The caretaker said it would need some equipment to drill the holes for the posts and at this time that equipment is not available
4. Elliott told the board that SDRMA reimbursed the district a total of \$460.05 for the purchase of a security camera, locks for the dump trailer, work gloves, safety vests and other safety items.

**NEW BUSINESS:**

1. Monthly safety brochure "Back in Action" was discussed and provided to the caretaker.
2. Purchasing more tile markers for un-marked graves was discussed. The decision was made to also purchase markers for plots where unknown burials were made so that it would be clear that someone was buried in those plots even if the name of the person was unknown. Elliott is to make a list and order the tiles for the next fiscal year.
3. Elliott told the board that no pink slip ever arrived for the new dump trailer. Yeadon stated he had been told that pink slips would no longer be provided by DMV for newly purchased vehicles. Elliott will check into this.
4. A Resolution establishing the number of authorized signatures for the Murphys Cemetery District was moved by Elliott, with warrants and deposits to have any two Trustees signatures on them. St. Louis seconded the motion and the Resolution passed 4/0

**FINANCIAL REPORTS**

1. County financial reports YTD March 31, 2017 were presented
2. Budget vs Actuals YTD March 31, 2017 were presented
3. Elliott moved to approve the draft 2017-18 budget using the numbers from fiscal year 2016-17. Darby seconded the motion and it passed 4/0
4. Invoices: Invoices to AT&T in the amount of \$ \$4.64 for the phone book listing and \$52.98; \$53.40 for wireless phone service were presented. Also an invoice to reimburse Trustee M. Elliott \$179.83 for her purchase of safety vests, work glove, goggle, ear plugs. Elliott moved that the invoices be approved and paid; that motion was seconded by Cripe and was approved 4/0.

**CARETAKERS REPORT:** Yeadon reported that another tree has died. He will be servicing the tractor soon. He also reported that his physical therapy is going well he hopes to be released to work full time soon.

**TRUSTEE REPORTS/ITEMS OF INTEREST:** Trustee Patti Cripe stated she will provide her Form 700 by the next board meeting. Trustee Kristi Darby stated she will be taking an online Ethics class.

**ADJOURNMENT:** The meeting adjourned at 8:16 PM

The next meeting is scheduled for June 21, 2017 at 7PM.

**MURPHYS CEMETERY DISTRICT**  
Minutes of the Board of Directors meeting of June 21, 2017

**CALL TO ORDER:** The meeting was called to order by Chair Jeff St. Louis at 7:02 PM in the Murphys Historical School. Present were Trustees Maureen Elliott, Jeff St. Louis, Kristi Darby and Patti Cripe and Caretaker Robert Yeadon.

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

**PUBLIC COMMENTS:** None

**MINUTES:** Darby moved to accept the Minutes of May 17, 2017. The motion was seconded by Cripe and passed 4/0.

**CORRESPONDENCE:**

1. Correspondence on registering the WellComp Medical Provider was presented. No action taken.
2. SDRMA board of directors election was discussed. Darby moved that the Murphys Cemetery District vote for Beaudet, Unruh, Schaefer and Hamlin. The motion was seconded by Cripe and passed 4/0.
3. CSDA board of directors election was discussed. Cripe moved that the Murphys Cemetery District cast their vote for Peter Kamp. Darby seconded the motion and the motion passed 4/0.
4. A letter from the US Dept. of Commerce Census Bureau stating that the Murphys Cemetery District was late in sending in the survey was read. Elliott has a receipt that the survey was sent and received on 5/3/2017 so no action was taken.

**OLD BUSINESS:**

1. There is still only one bid to install wood fencing along the back line of the cemetery so this item was tabled until next month in hopes more bids can be obtained.
2. No bids have yet been obtained for installing the Memorial Area so this item was tabled until next month.

**NEW BUSINESS:**

1. Monthly safety brochure "Heat Stress for Public Employees-Seeing Red" was discussed and provided to the caretaker.
2. Elliott told the board that the Calaveras County Air Quality Control permit had been paid for and that the caretaker got the burn permit for this year.

**FINANCIAL REPORTS**

1. County financial reports YTD April 30, 2017 were presented
2. Budget vs Actuals YTD April 30, 2017 were presented
3. Invoices: Invoices to AT&T in the amount of \$ \$4.64 for the phone book listing; \$53.40 for wireless phone; \$1,145.10 to SDRMA for worker comp insurance for 2017-18 fiscal year; \$1,531.13 to SDRMA for property/liability insurance and \$24.41 to reimburse Maureen Elliott for the Air Quality Control permit and for blower parts were presented and approved for payment submission.

**CARETAKERS REPORT:** Yeadon reported that more trees have died. His physical therapy is finished and he is waiting for the written release from his doctor to return to a full work schedule. He currently has 2 community service workers.

**TRUSTEE REPORTS/ITEMS OF INTEREST:** Trustee Kristy Darby noted that the individual flags on veteran's graves are looking shabby. Elliott will ask the EPVMD if they will be willing to supply new flags. She also notified the board that she would be unable to attend the July board meeting.

A question on what is being done about the items John Harding has placed on plots he does not own came up. This item will be put back on the agenda next month for further discussion.

**ADJOURNMENT:** The meeting adjourned at 8:38 PM

The next meeting is scheduled for July 19, 2017 at 7PM.

**MURPHYS CEMETERY DISTRICT**  
Minutes of the Board of Directors meeting of July 19, 2017

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

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

**PUBLIC COMMENTS:** None

**MINUTES:** St Louis moved to accept the Minutes of June 21, 2017. The motion was seconded by Cripe and passed 3/0.

**CORRESPONDENCE:**

1. Elliott reported that the State Controller's office had requested copies of annual audits for the past four years. She provided a copy of her email to that office, letting them know that the county Board of Supervisors had put the District on a five year audit schedule so the next audit would be for the fiscal year 2016-17.
2. The notice of the Annual Education Seminar provided by CPAC in October was distributed.

**OLD BUSINESS:**

1. No additional bids have been received to install wood fencing along the back line of the cemetery so this item was tabled until next month in hopes more bids can be obtained. Currently only one bid has been presented.
2. No bids have yet been obtained for installing cement/bricks for the Memorial Area so this item was tabled until next month.

**NEW BUSINESS:**

1. A review of the history on John Harding's placing decorative items on plots where he does not own the interment rights was held. St. Louis moved that Harding be sent a letter asking why he never signed and returned the agreement between him and the District concerning this subject. Cripe seconded the motion and it passed 3/0
2. The problem of people burying cremains in family plots without the knowledge of the District and without providing the required Disposition of Human Remains form was discussed. Elliott moved that a sign be ordered and placed near the cemetery entrance, letting them know that no cremains may be buried without the proper paperwork being filed beforehand. St. Louis seconded the motion and it passed 3/0
3. Discussion was held on when to request a bid for dead tree removal and trimming of the oaks. Yeadon felt that winter would be the best time, but it was pointed out that, once the leaves have fell, there would be no way to know which branches on the oaks were dead. Elliott was asked to make a request for bids to A-1 Tree Service for the first bid and report back at the next board meeting.
4. Monthly safety brochure "Harassment-A New Look" was discussed and provided to the caretaker.

**FINANCIAL REPORTS**

1. County financial reports YTD May 31, 2017 were presented
2. Budget vs Actuals YTD May 31, 2017 were presented
3. Invoices: Invoices to AT&T in the amount of \$ \$4.64 for the phone book listing; \$53.40 for wireless phone; and \$53.40 to reimburse Robert Yeadon for mileage and fuel were presented and approved for payment submission.

**CARETAKERS REPORT:** Yeadon reported that he would be taking off work July 26-28. Boones Memorials has finished the curbing on the Baby Plot and needs to know the wording for the marker. Elliott will contact them on that.

**TRUSTEE REPORTS/ITEMS OF INTEREST:** Elliott told the board that the SDRMA Annual payroll reconciliation report notice just came by email and that it will be taken care of this week.

**ADJOURNMENT:** The meeting adjourned at 8:34 PM  
The next meeting is scheduled for August 16, 2017 at 7PM.

**MURPHYS CEMETERY DISTRICT**  
Minutes of the Board of Directors meeting of August 16, 2017

**CALL TO ORDER:** The meeting was called to order by Chair Jeff St. Louis at 7:01 PM in the Murphys Historical School. Present were Trustees Maureen Elliott, Jeff St. Louis, Kristi Darby and Patti Cripe and Caretaker Robert Yeadon.

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

**PUBLIC COMMENTS:** Terina Harrison and Cathy Craig spoke to the board on the Douglas Flat/Brownsville Historic Cemetery, stating that the home owner's association of Indian Rock Subdivision, who currently own the land the cemetery is on, is contemplating what the future of the cemetery should be.

**MINUTES:** Darby moved to accept the Minutes of July 19, 2017. The motion was seconded by Cripe and passed 4/0.

**CORRESPONDENCE:**

There was no correspondence.

**OLD BUSINESS:**

1. No additional bids have been received to install wood fencing along the back line of the cemetery so this item was tabled until next month in hopes more bids can be obtained.
2. No bids have yet been obtained for installing cement/bricks for the Memorial Area so this item was tabled until next month.
3. Elliott reported that she had prepared and turned in the SDRMA Annual Payroll Reconciliation report
4. The bid from A-1 Trees of \$8,100 to remove dead trees and trim others was presented. After discussion, Darby moved to accept the bid. The motion was seconded by Cripe and passed 4/0
5. Elliott reported that the new sign on unauthorized burial of cremains had arrived. Yeadon will install along Cemetery Lane.
6. Discussion was held on John Harding. Elliott reported the letter to him was mailed 7/31/2017 in the Arnold post office. He has not responded. Decision was made to table this until next month to give him a full 30 days to respond.

**NEW BUSINESS:**

1. Elliott reported that new flags for the veteran's graves had not yet arrived.
2. Discussion was held on a plot owner having called and stating that there were cremains in the plot that she had not authorized.
3. Discussion was held on a request to allow the burial of cremains in Buena Vista for a person who moved from the district in 2009. If the deceased owned property and paid property tax in the required time frame ending 10 years before they died, they would be eligible. Elliott to tell the family that, upon receiving proof that the deceased was a property owner in the district, they would be considered an eligible non-resident and a plot could be purchased for their burial.
4. Monthly safety brochure "Ergonomics-Break the RMI Habit" was discussed and provided to the caretaker.

**FINANCIAL REPORTS**

1. County financial reports: So financial reports were provided by the county
2. Budget vs Actuals: Since there were no financial reports available, no current Budget report could be provided.
3. Invoices: Invoices to AT&T in the amount of \$ \$4.64 for the phone book listing; \$53.40 for wireless phone; and \$87.38 to reimburse Maureen Elliott for purchase of a sign were presented and approved for payment submission.

**CARETAKERS REPORT:** None

**TRUSTEE REPORTS/ITEMS OF INTEREST:** None

**ADJOURNMENT:** Elliott moved that the meeting adjourn. The motion was seconded by Darby and passed 4/0.

The meeting adjourned at 9:43 PM

The next meeting is scheduled for September 20, 2017 at 7PM.

## MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of September 20, 2017

**CALL TO ORDER:** The meeting was called to order by Chair Jeff St. Louis at 7:04 PM in the Murphys Historical School. Present were Trustees Jeff St. Louis, Maureen Elliott, Kristi Darby and Patti Cripe. Also present Caretaker Robert Yeadon.

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

**PUBLIC COMMENTS:** None

**MINUTES:** Darby moved to accept the Minutes of August 16, 2017. The motion was seconded by Cripe and passed 4/0.

### **CORRESPONDENCE:**

1. Email from a member of the public about a tree limb hanging over a family plot and that the plot had spider webs on it. The caretaker will look at the plot concerning the tree limb; spider webs are not something that can be controlled.
2. Email from neighboring property owner Mark Wilson concerning removal of dead trees on his property. Elliott gave him the contact info for A-1 Tree Service who will be removing trees in the cemetery soon.
3. Email from William Harper letting the cemetery know he will be having a memorial marker installed on a family plot for a family member whose cremains were scattered elsewhere. No action needed.

### **OLD BUSINESS:**

1. No additional bids have been received to install wood fencing along the back line of the cemetery so this item was tabled indefinitely until more bids can be obtained.
2. No bids have yet been obtained for installing cement/bricks for the Memorial Area so this item was tabled indefinitely until bids can be obtained.
3. Discussion on what will be done about the horse statue installed on the Wooten plots by a person who does not own the burial rights to those plots. Elliott moved that the crane company, when working in the cemetery on tree removal, be requested to also lift the horse statue and set it aside for storage. Darby seconded the motion and the motion passed 4/0
4. Elliott reported the new flags for the graves of veterans had not been ordered when we thought but will be arriving soon according to the EPVMD.
5. Elliott reported that the person who made the request a month ago to be allowed to purchase a plot for a non-resident has been told that they will need to provide proof that the deceased did own property and paid property tax in the District within the past ten years. Nothing has been provided yet.

### **NEW BUSINESS:**

1. Monthly safety brochure "Emergency Evacuation-Getting Our Alive" was discussed and provided to the caretaker.
2. Elliott reported that she called the auditing firm of Bryant Jolley again. They are not doing most audits in Calaveras County this year since they have been doing those audits for ten years in a row, but will do the District since they have not done that audit for the past five years. They will be here to do UPUD and will get our information at the same time.
3. A discussion was held on last month's visit from members of the Indian Rock Subdivision board about their plan to possibly dispose of the historic burial ground that they own. No action needed since they have not offered it to the Murphys Cemetery District at this time.

### **FINANCIAL REPORTS**

1. County financial reports: YTD June 30, 2017 report
2. Budget vs Actuals: YTD June 30, 2017 report
3. Elliott presented a draft final budget for 2017-2018. The county deadline for it to be approved is September 30, 2017. After discussion, Darby moved that the final 2017-18 budget be approved as presented. Cripe seconded the motion and the motion passed 4/0
3. Invoices: Invoices to AT&T in the amount of \$ \$4.64 for the phone book listing; \$53.36 for wireless phone; and \$3.04 for property insurance and \$278.31 for worker comp. to SDRMA and a reimbursement of \$6.86 for mileage to Robert Yeadon and \$45 to Foothill Portable Toilets were presented. All invoices were approved for payment and will be taken to the County Auditor.

**CARETAKERS REPORT:** The caretaker told the board that he was cleared by the Worker Comp. doctor to return to full duty. He reported that Boone Memorials had completed the work on the Baby Plot.

**TRUSTEE REPORTS/ITEMS OF INTEREST:** Elliott reported that a member of the public requested a form to apply for the vacant board position so there may be a full board again soon.

**ADJOURNMENT:** Elliott moved that the meeting adjourn. The motion was seconded by Darby and passed 4/0. The meeting adjourned at 9:31 PM  
The next meeting is scheduled for October 18, 2017 at 7PM.

**MURPHYS CEMETERY DISTRICT**  
Minutes of the Board of Directors meeting of October 18, 2017

**CALL TO ORDER:** The meeting was called to order by Chair Jeff St. Louis at 7:04 PM in the Murphys Historical School. Present were Trustees Jeff St. Louis, Maureen Elliott, Kristi Darby and Patti Cripe. Also present Caretaker Robert Yeadon.

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

**PUBLIC COMMENTS:** None

**MINUTES:** Darby moved to accept the Minutes of August 16, 2017. The motion was seconded by Cripe and passed 4/0.

**CORRESPONDENCE:** None

**OLD BUSINESS:**

1. Elliott reported the new flags for the graves of veterans have arrived and will be put out next Spring to replace the old flags currently in use.
2. Elliott reported that annual audit is scheduled for October 19 with Bryant Jolley CPA
3. An additional dead tree has been found and will be included in the removal work, which will probably increase the cost of the work.

**NEW BUSINESS:**

1. Monthly safety brochure Fire Safety-There is no Second Chance” was discussed and provided to the caretaker.
2. The timer on the gate appears to have broken. Cripe moved that a company be found to do the repair to the gate, not to exceed \$2,000 without further board approval. Darby seconded the motion and it passed 4/0. Darby offered to make phone calls to find a repair company and to meet with the company if needed. .

**FINANCIAL REPORTS**

1. County financial reports: YTD July 31, 2017 report
2. Budget vs Actuals: YTD July 31, 2017 report
3. Invoices: Invoices to AT&T in the amount of \$ \$4.64 for the phone book listing; \$53.36 for wireless phone; \$70 for post office box rent; \$2,000 to Boone Memorials for curbing and marker on the Martell-Manuel Baby Plot; Robert Yeadon reimbursement of \$23.80 for fuel. Darby moved that all invoices be approved for payment and taken to the County Auditor. Cripe seconded the motion and the motion passed 4/0.

**CARETAKERS REPORT:** The caretaker told the board that personal trash was being dumped in the cemetery trash cans. Letters were found in the trash with the identity of someone on them. Elliott moved that the person be sent a letter requesting they do not leave their personal trash in cemetery cans. Darby seconded the motion and it passed 4/0.

Discussion was held on changing to a small dumpster that would be kept locked. Elliott volunteered to obtain costs on this and will report to the board next month.

**TRUSTEE REPORTS/ITEMS OF INTEREST :** None

**ADJOURNMENT:** Elliott moved that the meeting adjourn. The motion was seconded by Darby and passed 4/0. The meeting adjourned at 8:58 PM

The next meeting is scheduled for November 16, 2017 at 7PM.

## MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of December 20, 2017

**CALL TO ORDER:** The meeting was called to order by Chair Jeff St. Louis at 7:08 PM in the Murphys Historical School. Present were Trustees Jeff St. Louis, Maureen Elliott and Kristi Darby. Also present Caretaker Robert Yeadon. Absent: Trustee Patti Cripe

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

**PUBLIC COMMENTS:** None

**MINUTES:** Darby moved to accept the Minutes of October 18, 2017. The motion was seconded by Elliott and passed 3/0. There was no meeting in November 2017 due to a lack of a quorum.

**CORRESPONDENCE:**

1. Request from CA State Controller's office for a copy of the audit for 2015-16 fiscal year. No action needed or taken.

**OLD BUSINESS:**

1. The 2016-17 Fiscal Year audit was presented. No action required.

2. Darby reported on getting the cemetery gate repaired. Valley Entry Systems did the work and replaced the timer at a cost of \$300.

3. Elliott reported on the costs of using a trash bin and an annual dumpster instead of taking trash to the landfill and burning brush. A bin would cost \$69.93 monthly and an annual dumpster for brush would cost between \$630 and \$795, depending on size. The dumpsters would be placed for 7 days. After discussion, the board directed Elliott to obtain a price to purchase a large dumpster and find out the cost to have Cal-Waste empty it. Also to find out if a bin could be emptied only once a month for a lower cost.

**NEW BUSINESS:**

1. Discussion was held on allowing cremain burials in unused ground in Section 4. It was decided to allow cremain plots in what appears to be unused ground near the Manuel plot. The caretaker will mark out some plots and notify the board when that is done. In the area of the Milo Terry plot there are numerous unreadable mortuary tags. Tile markers saying UNKNOWN will be ordered and placed on those locations to make sure that the graves of those Unknowns will always be marked.

2. SDRMA underwriter is requiring that a new Resolution be passed to continue in the worker comp insurance program, naming the classifications of who will be covered for such insurance. Discussion was held on the list of classifications and it was decided to cover all board members and the court ordered community service volunteers. Darby moved to approve a Resolution as stated above; the motion was seconded by Elliott and passed 3/0

3. The revisions to the SDRMA bylaws were reviewed. There were no comments. No action taken.

4. Angels Pest called on weed spraying in 2018. It was decided to call Foothill Pest to get their bid on this work for comparison. Elliott will contact Foothill and bring back at next board meeting.

5. Monthly safety brochures: "Safe Winter Driving" and "Stairways and Ladders-A Safe Step" were discussed and provided to the caretaker.

**FINANCIAL REPORTS**

1. County financial reports: YTD October 31, 2017 report

2. Budget vs Actuals: YTD October 31, 2017 report

3. Invoices: Invoices to AT&T in the amount of \$ \$9.28 and for \$4.64 for the phone book listing; \$53.52 and \$53.43 for wireless phone; CAPC annual membership fee of \$63; Valley Entry Systems \$300 for gate repair; Bryant Jolley CPA \$3,700 for annual audit; reimburse Maureen Elliott \$159.05 for GoDaddy renewal and \$159.05 for CSDA membership fee. St. Louis moved that all invoices be approved for payment and taken to the County Auditor. Darby seconded the motion and the motion passed 3/0.

**CARETAKERS REPORT:** The caretaker told the board that Rod Tindell would be needed to move dirt and to get a load of road base. Elliott moved that the caretaker hire Tindell to do this work as needed. St. Louis seconded the motion and it passed 3/0

**TRUSTEE REPORTS/ITEMS OF INTEREST :** Elliott told the board that this cemetery was one of those featured on a page of the 2018 CPAC calendar. Bob Yeadon took the calendar to put in the maintenance building.

**ADJOURNMENT:** Elliott moved that the meeting adjourn. The motion was seconded by Darby and passed 3/0. The meeting adjourned at 9:17 PM

The next meeting is scheduled for January 20, 2018 at 7PM.