

MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of August 17, 2023

CALL TO ORDER: The meeting was called to order by Chair Karen Kaua at 7:02 PM in the EPVMD Hall, AKA The Lion's Hut at 99 School Street, Murphys, CA. Present were Trustees Maureen Elliott, Karen Kaua, Jackie Reeve, and Jeff St Louis. Trustee Patti Cripe was absent

QUORUM: A quorum of four board members was present. Call to order at 7:02PM

PUBLIC COMMENTS: None

APPROVAL OF MINUTES: No meetings were held in June or July of 2023. Reeves moved that the Minutes of May 19, 2023 be approved as presented. St. Louis seconded the motion and the motion passed 4/0

CORRESPONDENCE:

1. The Annual SS Information Request form was received and Elliott had taken care of it
2. The SDRMA Worker Comp Annual Payroll Reconciliation request was received. Elliott to take care of it.
3. SDRMA offer to provide CA-Federal Employment Notices poster. Elliott to request them.
4. A public record request for the Annual Compensation Report with the employee names attached was received. Elliott got advice from County Council and has prepared a response based on their suggestions, which will be sent tomorrow.

OLD BUSINESS:

1. A discussion was held on planning for the new burial area and on a possible columbarium installation. The Board instructed Elliott to get at least one bid for brush removal and to check on pricing for a columbarium.
2. Discussion was held on the planned Clean-up Day on Sept. 30. Kaua will take care of notifying the public of the event, and will take care of the food for lunch. Elliott will order work gloves.
3. A policy on limits for public contracting without formal bids needs to be prepared. Elliott to bring a draft Resolution to the next board meeting with a limit of \$50,000.

NEW BUSINESS:

1. Reeves and Kaua offered to remove the flags on veterans graves after November 11th.
2. Discussion was held about the family on Allen Lane who have a gate in the cemetery fence and are entering the cemetery through it. Elliott was asked to send them a letter to let them know that having a gate in the cemetery fence is not allowed and that the cemetery will be fastening it shut. St. Louis said he would take care of fastening the gate shut.
3. Discussion was held on the 2 Facebook groups for Buena Vista Cemetery and the one called "Murphys Cemetery District" which had Cemetery misspelled. All of the groups have strange things posted on them and have the web address, street address and phone number of the MCD. St. Louis will speak with someone he knows who is familiar with IT issues and Elliott will investigate if the MCD can take those groups over and either close them down or manage them.
4. Because a person stayed in the cemetery after hours and after the gate had closed, and then went on Facebook asking how to get out of the cemetery, it appears that the MCD needs to make it clear about the gate. Kaua moved that a sign to be obtained explaining how to get out of the cemetery after the gate is closed with the sign to be placed on the inside of the gate so it is only visible from inside the cemetery when the gate is closed. Elliott seconded the motion and the motion passed 4/0

GROUNDKEEPER REPORT:

1. The groundskeeper was out on a fire May 23 thru June 11.
2. It was reported by a member of the public that a garden hose was broken and sprayed water all over them. Kaua moved that 2-3 new hoses be purchased. Reeves seconded the motion and it was approved 4/0. Elliott will order the hoses.
3. A post that was placed to protect a water box was knocked down on July 31. The water box was not damaged.

FINANCIAL REPORTS

1. The 2023-24 Final Budget draft was discussed and after several changes were suggested, St Louis moved that the final version be approved, Kaua seconded the motion and it was approved 4/0
2. County Financials YTD May 31, 2023 were presented

3. Budget vs Actuals and Itemized Category Reports YTD May 31, 2023 were presented.
4. Invoices were presented and approved for payment on a motion made by Kaua and seconded by Reeves. The motion passed 4/0
5. A report on the number of plot sales since May 15th was presented.

TRUSTEE REPORTS/ITEMS OF INTEREST

1. Elliott that an updated list of cemetery burials has been prepared and was uploaded to the MCD website.

DATE OF NEXT MEETING: The next regular meeting will be held on November 16, 2023

ADJOURNMENT: Elliott moved that the meeting be adjourned. Kaua seconded the motion and the motion passed 4/0. The meeting adjourned at 10:12 PM