

MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of October 16, 2019

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

QUORUM: A quorum of three board members was present when the meeting began and Kristi Darby arrived at 8:20 PM.

PUBLIC COMMENTS: None

MINUTES: St. Louis moved to accept the Minutes of the Regular meeting of September 18, 2019. The motion was seconded by Kaua and passed 3/0.

CORRESPONDENCE:

1. The board received a letter from SDRMA telling them that they had no claims in the past fiscal year. No action was needed.
2. An email from CSDA to Elliott was received. Elliott had suggested a legislative change to the amount of funds allowed in a revolving account and the representative of CSDA has said that CSDA will back that legislative change.
3. A letter from AT&T outlining increases in phone bills was reviewed. No action was needed.
4. Angels Cemetery District sent a letter telling of their work to improve that district's operations. The board told Elliott to respond to the letter if she felt a response would be in order.

OLD BUSINESS:

1. Elliott reported that she met with Guy Jordan at the cemetery and he will have a bid for several different road improvements that are needed by the next board meeting
2. Elliott reported that she purchased a package of 3 flash drives to store annual financial reports on. There are two left for the next fiscal years.

NEW BUSINESS:

1. Elliott reported that the family of Wm. Allen gave her a gift of \$100 cash and refused to take it back but told her to donate it to wherever she wanted if she would not keep it. She would like to donate the \$100 to the Old Timer's Museum in Murphys. Kaua moved that the money should be donated as suggested by Elliott. St. Louis seconded the motion and it passed 3/0
2. Elliott reminded the board that the district website needs to be ADA accessible by the end of this year. Elliott moved that we use Streamline to make sure the website is ADA accessible. Kaua seconded the motion and it passed 3/0. Elliott will start the process.
3. St Louis provided his certificate for the required Sexual Harassment Prevention course. The deadline is 12/31/2019 so the rest of the board will need to take the course before that date.
4. Monthly safety brochure: "Fire Safety" was discussed and will be provided to the groundskeeper
5. A review of the Brown Act as it pertains to canceling a scheduled board meeting was held. Trustee Darby arrived at this point in the meeting.
6. The board reviewed the applications that were received for the groundskeeper position and selected five of the candidates to interview. Elliott moved to accept the 5 applications selected by the board for interviewing and Darby seconded the motion. Elliott to set up the interview dates etc.

FINANCIAL REPORTS

1. County financial reports: August 31, 2019 reports
2. Budget vs Actuals and Itemized Category Reports YTD August 31, 2019
3. Invoices: Invoices were presented for: AT&T in the amount of \$ \$4.64 due 10/22/2019 for the phone book listing and \$49.16 due 10/17/2019 for phone service; Swift Signs \$1105.75 for 2 signs; Cal Waste \$21.71 for bin rent and \$32/11 for emptying the bin; Maureen Elliott \$96.81 for reimbursement for purchase of 3 flash drives; Post Office \$76 for box rent; Valley Entry Systems \$375 for repairing the gate time. Darby moved that all invoices be approved for payment and taken to the County Auditor. St. Louis seconded the motion and the motion passed 4/0.

GROUNDSKEEPER REPORT: No report provided

TRUSTEE REPORTS/ITEMS OF INTEREST: Elliott suggested that the board should inventory the supplies in the shop before the new groundskeeper is hired. Friday, November 1st at 10 AM was set for that to be done.

DATE OF NEXT MEETING: November 20, 2019 at 7PM

ADJOURNMENT: Elliott moved that the meeting be adjourned. Darby seconded the motion and the motion passed 4/0. The meeting adjourned at 9:40 PM