

## MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of November 20, 2019

**CALL TO ORDER:** The meeting was called to order by Chair Karen Kaua at 7:06 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 four board members was present.

**PUBLIC COMMENTS:** None

**MINUTES:** Darby moved to accept the Minutes of the Regular meeting of October 16, 2019. The motion was seconded by St, Louis and passed 4/0.

**CORRESPONDENCE:**

1. The board received a letter Jennifer Berry concerning the bench she had placed in the cemetery near her parent's plot. She apologized for putting the bench there and has removed it.
2. A letter from SS/PERS concerning the annual information request was received. Elliott will go on line and fill out the required information.
3. The CAPC Annual Benefit & Fee Survey was received. Elliott will fill out and send to CAPC.

**GROUNDSKEEPER REPORT:**

The new groundskeeper, Jeff Garrison, has started on the job. He requested that some tools etc be provided. Darby moved that Elliott to purchase work gloves, a pole saw, dust masks and the requested Stihl BR 450 blower as well as a replacement tractor seat that is not to cost over \$300. In addition, the groundskeeper is authorized to purchase rain gear, including waterproof boots and to submit the receipts for reimbursement. Elliott seconded the motion and it passed 4/0

**OLD BUSINESS:**

1. Unauthorized benches in the cemetery were discussed. At this time, 2 such benches are known. Darby moved that the benches be removed from where they are, stored with the name of the plot owner that they were found near marked on them for a minimum of 90 days. St. Louis seconded the motion and it passed 4/0
2. Since the deadline for ADA accessibility for websites is December 31, 2019, Elliott told the board she had reviewed costs with two companies and it appears that Streamline will be the best choice, as suggested by SDRMA. They will be contacted to start the process of updating the district website.
3. Elliott and Kaua have finished taking the Sexual Harrassment Prevention training. Darby and Cripes will need to complete the course by the end of 2019.
4. The board felt that the clean-up day for the shop building was productive and improved the conditions in the building.

**NEW BUSINESS:**

1. The estimate for road repair work from contractor Guy Jordan was presented. To complete all suggested items will cost \$10,620. Darby moved that Jordan be hired to complete all the items in his bid. St. Louis seconded the motion and it passed 4/0
2. The fallen wood cross in the IOOF section of the cemetery was discussed. Elliott reported that she had notified the local churches by phone and also had contacted county counsel about the legality of using any district funds to assist in replacing the cross. The response from County Counsel was that no district/tax payer funds could be used. It was decided to follow up with a letter to the Congregational Church and request that they decide if they will be replacing the cross and if they want the broken cross saved, with a response requested by January 1<sup>st</sup> 2020.
3. Elliott told the board that 2 historic grave marker had been found stored in the shop building. She will contact the family about what they would like done with them.
4. Monthly safety brochure: "Recognizing Drug and Alcohol Abuse" was discussed and will be provided to the groundskeeper
5. Elliott reported that she had contacted Valley Entry Systems about the gate repair over a week ago but they had not yet come to fix it. She will call them again.
6. Kaua reported that she had contacted the Tonetti family concerning the question of if there are any cremains buried in their plot and they stated that they had not yet buried the cremains. Kaua will mail them a copy of the Public Policies.

**FINANCIAL REPORTS**

1. County financial reports YTD September 30, 2019 report was presented. Elliott told the board that the principal of the Endowment Fund is now \$65,957 and that the Endowment Fund Interest is \$5,030.41.
2. Budget vs Actuals and Itemized Category Reports YTD September 30, 2019 were presented.

3. Invoices: Invoices were presented for: AT&T in the amount of \$ \$4.64 due 11/22/2019 for the phone book listing and \$49.25 due 11/17/2019 for phone service; Cal Waste \$21.71 for bin rent; CAPC \$63 fore annual membership fee; Sierra Foothill Fire Extinguisher Service \$32.50 for servicing fire extinguisher and Maureen Elliott. St. Louis moved that all invoices be approved for payment and taken to the County Auditor. Kaua seconded the motion and the motion passed 4/0.

**TRUSTEE REPORTS/ITEMS OF INTEREST:** Darby moved that no board meeting be held in December. Elliott seconded the motion and it passed 4/0.

**DATE OF NEXT MEETING:** January 15, 2020 at 7PM

**ADJOURNMENT:** Elliott moved that the meeting be adjourned. Darby seconded the motion and the motion passed 4/0. The meeting adjourned at 9:37 PM