

## MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of February 15, 2023

**CALL TO ORDER:** The meeting was called to order by Chair Karen Kaua at 7:00 PM in the Murphys Historical School. Present were Trustees Maureen Elliott, Karen Kaua, Jackie Reeve, Patti Cripe and Jeff St Louis.

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

**PUBLIC COMMENTS:** None

**NOMINATION AND APPOINTMENT OF NEW OFFICERS FOR 2023:** After discussion Elliott moved that the officers remain the same as in 2022. St. Louis seconded the motion and it passed 5/0. Kaua will remain as Chair, Cripe as Vice Chair and Elliott as Secretary.

**APPROVAL OF MINUTES:** St. Louis moved that the Minutes of November 16, 2022 be approved as presented. No meetings were held in December 2022 or January of 2023. Kaua seconded the motion and the motion passed 5/0

### **CORRESPONDENCE:**

1. SDRMA 2023-24 Worker Comp Modification Report. No action needed.
2. 2022 Census of Government Report request. Elliott reported that she tried multiple times to access the website to complete the report with no success. She emailed them a couple of times and left phone messages with no response.
3. SDRMA request for Report on Internal Controls letter from our Auditor. Elliott sent a copy to them.
4. CSDA list of On-Demand Webinars was given to the directors for their use.
5. CA State Controller letter on Government Compensation Report. Elliott will take care of doing this.
6. SDRMA Nominations for Board of Directors. No action taken

### **OLD BUSINESS:**

1. Update on planning for the new area. Jim Heryford has reported that no progress on the design of the road yet.
2. The question on how to burn American flags legally under Air Quality regulations was discussed. The board asked Elliott to contact our county supervisor for help.
3. The updated Endowment Fee list per Health and Safety Code Sec. 8738 was presented for approval. St. Louis moved that the new fee list be approved as presented. Reeves seconded the motion and it passed 5/0
4. Possible changes to the Public Policy handbook were discussed. Changes were suggested to several items and Elliott will make those changes and bring to the next board meeting.
5. A discussion on the design for new receipt books for plot sales was held. Kaua moved that the new books be 8x11 and the language should be state compliant with one carbon copy for each page. Reeves seconded the motion and it passed 5/0. Elliott will design a draft of the new format and bring to next board meeting.
6. A discussion was held on holding a possible cemetery clean-up day. Kaua suggested contacting the scout troop for help.
7. Because of public parking in the cemetery on large community events times, discussion was held on purchasing signs, restricting public parking in the cemetery on those days. Kaua moved that 2 signs restricting public parking be ordered. Elliott seconded the motion and it passed 5/0. Elliott will order the signs.
8. St. Louis reported that he and Elliott checked on the battery to open the gate when power is off and it is still in working order.

### **NEW BUSINESS:**

1. Elliott reported that because there are no gutters on the building, opening the door during rain means a lot of rain coming down on the person opening the door. No decision was made to install a gutter over that side of the building.
2. Mark Wilson, whose family home borders the cemetery, requested to be able to bury his sister in Buena Vista when she passes even though she currently does not live in the district. After discussion, Kaua moved that one plot be allowed to be purchased at the sister's death. Elliott seconded the motion and it passed 5/0

3. Discussion was held on the piles of rock in Section 6. Elliott reported that Tanner Boone had left them there before the ground got too muddy to work on. He will be using them to curb a plot there as soon as things dry out.
4. Elliott notified the board of an unusual statue placed on a grave in Section 5. After discussion the board decided to allow it unless there were complaints from the public.

**GROUNDSKEEPER REPORT:**

1. There was another complaint from a member of the Carpenter family about the flag being removed after Veteran's day, when all the flags are removed until May. Elliott reported she had replaced the flag.
2. The water was turned off on November 30<sup>th</sup> for the winter
3. The trash cans were full of household garbage again
4. Many graves have sunk due to the heavy rains and will be filled as fast as possible.
5. The power was off on January 10<sup>th</sup> so the gate was closed all day.
6. The groundskeeper left on January 17 for 3 weeks. Wetzel will cover for him.

**FINANCIAL REPORTS**

1. County financial reports YTD Decs. 31, 2022 report was presented.
3. Budget vs Actuals and Itemized Category Reports YTD Dec. 31, 2022 were presented.
4. Invoices were presented for:
  - a. AT&T wireless service; \$91.73 due 12/17/2022; \$91.35 due 1/17/2023 & \$91.59 due 2/17/2023.
  - b. AT&T for phone book listing: \$ \$4.76 due 12/22/2022; \$.77 due 1/22/2023 & due 2/22/2023.
  - c. Cal-Waste for bin rent: \$24.68 for each month: December 2022 & January and February 2023.
  - d. . Reimburse Jeff Garrison \$36 for dump fees; \$61.26 for mileage and \$76.62 for erosion control material.
  - e. Reimburse Maureen Elliott \$4.50 for postage to auditor.
  - f. Bryant Jolley CPA \$6,000 for a 5 year audit.
  - g. Streamline \$600 for annual website fee.
  - h. Other invoices: none

Kaua moved to approve all warrants, Cripe seconded the motion and it passed 5/0

**TRUSTEE REPORTS/ITEMS OF INTEREST**

1. Both monument companies are contracting with John Bernasconi to do curbing.
2. Sheriff's deputies are coming into the cemetery on their breaks to provide increased police presence.

**DATE OF NEXT MEETING:** The next regular meeting will be held on May 18, 2023

**ADJOURNMENT:** Kaua moved that the meeting be adjourned. Elliott seconded the motion and the motion passed 5/0. The meeting adjourned at 8:27 PM