

MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of August 21, 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, Kristi Darby, Maureen Elliott, Karen Kaua and Patti Cripe.

QUORUM: A quorum of five board members was present.

PUBLIC COMMENTS: None

MINUTES: Darby moved to accept the Minutes of the Regular meeting of July 17, 2019. The motion was seconded by St. Louis and passed 5/0.

CORRESPONDENCE:

None

OLD BUSINESS:

1. Swift Signs will be installing the signs at the entry and on the building later this week.

3. Elliott reported that Angels Sewer and Drain was contacted about the broken pipe.

Discussion was held on graveling the shoulders of the road where the new piped were buried and on the lack of safety cones in place during the work. Darby moved that Guy Jordan be hired to install gravel along the road shoulders and that Elliott should order 6-8 safety cones. Cripe seconded the motion and it passed 5/0.

3. The revised draft of the Murphys Cemetery District Board handbook was reviewed. Cripe moved to approve the version as presented to the board. St. Louis seconded the motion and it passed 5/0.

4. Elliott told the board that the copied of Calaveras Counties policy handbooks for Injury and Illness Prevention and for Discrimination, Sexual Harassment and Sexual Misconduct obtained from the county HR dept. would not be able to be used as a base for the District's policies since the copies provided were only of every other page. Elliott will try to obtain complete copies for the board.

5. Elliott asked if the required WellComp information had been provided to the District's employee. Kaua stated that she had emailed it to him. Elliott will send WellComp the statement of compliance.

6. Elliott reported that the SDRMA Worker Comp Payroll Reconciliation report was completed.

NEW BUSINESS:

1. Discussion was held on 3 benches placed in the cemetery by members of the public that do not confirm to cemetery regulations. Darby will contact the Gutierrez family first.

2. Elliott reported that West Point Cemetery District had requested copies of our handbooks so they had some guidelines to prepare their own. The board felt that we should provide them to any District that asks.

3. Elliott reported that the county's Tree Mortality Abatement Program will be surveying the cemetery road for dead trees.

4. Elliott reported that the EPVMD would like the opinion of the board on a proposed 10' high cement wall along the side of their tennis courts, backing to Cemetery Lane. The board felt a 10' high cement wall would not be attractive but they will wait for more information before giving a formal decision.

5. Monthly safety brochure: "Ergonomics-Stress-Repitition" was discussed and will be provided to the groundskeeper

FINANCIAL REPORTS

1. County financial reports: The June 30 reports were not provided by the county.

2. Budget vs Actuals and Itemized Category Reports: None available.

3. 2019-20 Proposed budget was presented. Elliott reported that without having the end of fiscal year numbers it was difficult to be sure of how much was spent in each category last year, but the county wants the new budget done and submitted. The board reviewed the draft budget. Darby moved to accept the draft budget as presented and have Elliott submit it to the County Auditor. Cripe seconded the motion and it passed 5/0/

4. Darby moved to have the County Auditor's office prepare and submit the Annual Financial Transaction Report to the State Controller. Cripe seconded the motion and it passed 5/0.

5. Invoices: Invoices were presented for: AT&T in the amount of \$ \$4.64 due 8/22/2019 for the phone book listing and \$49.16 due 8/17/2019 for phone service; Cal Waste \$21.71 for bin rent; Angels Sewer and Drain \$10,000 for the new water system installation and \$19 to reimburse groundskeeper Yeadon for purchase of tractor fuel. St. Louis moved that all invoices be approved for payment and taken to the County Auditor. Elliott seconded the motion and the motion passed 5/0.

GROUNDSKEEPER REPORT: The groundskeeper sent an emailed report to Chair Kaua on what work he has completed this year.

The timer on the entry gate is not able to be made to work by our groundskeeper. Elliott moved that Valley Entry Systems be contacted to fix the timer. Darby seconded the motion and it passed 5/0.

The water pipe broken when the groundskeeper drove over the newly installed work was discussed. The board asked the Chair to have the groundskeeper put a post next to this area so that no one would drive over the new shut off valve box

The time sheets for last month were reviewed by the board

TRUSTEE REPORTS/ITEMS OF INTEREST: None

ADJOURNMENT: Elliott moved that the meeting be adjourned. Darby seconded the motion and the motion passed 5/0.

The meeting adjourned at 9:17 PM

The next meeting is scheduled for September 18, 2019 at 7PM