

MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of November 16, 2022

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. Also present Jim Heryford.

QUORUM: A quorum of five board members was present.

PUBLIC COMMENTS: None

PLANNING FOR NEW AREA OF THE CEMETERY: Elliott moved that Item 1 on Old Business be moved to the first order of business. Kaua seconded the motion and it passed 5/0. Jim Heryford presented a contract from an engineering firm to draw up the plans for a road and other work in the new section. The cost is \$25,000 and the John Kautz family has offered to pay this fee. The MCD gratefully accepted the offer.

APPROVAL OF MINUTES: St. Louis moved that the Minutes of August 17, 2022 be approved as presented. No meetings were held in Sept. or Oct. of 202. Cripe seconded the motion and the motion passed 5/0

CORRESPONDENCE:

1. CAPCA Annual Benefit & Fee survey was presented. Elliott will take care of doing it.
2. A notice of public hearing on fee increases was presented from UPUD. No action taken
3. Elliott told the board that the MCD received a SDRMA Special Recognition certificate.
4. SDRMA notification of a new worker comp. insurance company was presented. No action needed.
5. CalPers SSA Annual Information Request arrived. Elliott will take care doing it.
6. SDRMA letter fining MCD for not submitting a form on time was received. Elliott reported that the form had been sent a month before it was due and that SDRMA now acknowledges that and has removed the fine.

OLD BUSINESS:

1. Update on planning for the new area. (Moved to first item on the agenda so that Jim Heryford can leave early).
2. Elliott reported that the dead trees have been removed but the firm forgot to do the extra brush chipping, which was not on the invoice.
3. Ethics and Sexual Harassment Prevention courses have now been completed by Kaua, Reeves and St. Louis.
4. The Congregational Church was contacted about replacement of the cross that fell down last year. They have no firm plans to do the work at this time.
5. Elliott reported that she has spoken with county Air Quality Dept and they will get back to us during the rainy season as to when we can burn the flags.
6. Elliott reported that cattle got in the cemetery again and Groundskeeper Wetzel managed to get them to leave.
7. Elliott reported that the 5 year audit was completed at a cost of \$6,000.

NEW BUSINESS:

1. Elliott reported that the MCD will need to order more receipt books to be used for plot sales. She requested that the board consider a new format for the books and bring their ideas to the next board meeting.
2. A discussion was held on increasing the wages for grounds-keeping positions and a possible vehicle allowance for the head groundskeeper who uses his personal vehicle on cemetery business. Kaua moved that both groundskeeper positions receive a \$2 per hour increase to start today and that a \$250 annual vehicle allowance to given to the head groundskeeper as long as he continues to use his personal vehicle for trips to the landfill and with the allowance payable at the end of each calendar year and that it be prorated if the position is vacated during the year. Reeves seconded the motion and it passed 5/0
3. Elliott reported that many people parked in the cemetery during the Witch Walk. Discussion was held on getting signs to be put at the gate during community events, prohibiting public parking in the cemetery. Continue the discussion at the next board meeting.
4. Elliott reported on the problem of the cemetery gate closing when the power goes off. The battery for opening the gate with a code needs to be checked.

5. Elliott reported that Health and Safety Code Section 8738 for endowment fees has been changed and it is now a percentage of the plot price or a flat fee, whichever is the largest with the pricing changing in January of 2022, 2023 and 2024. St. Louis moved that Elliott decide on the best method to use and bring the plot price and endowment fee list to the next board meeting for approval. Cripe seconded the motion and it passed 5/0
6. Elliott told the board that the Public Policy Manuel is due for a review this year. Board members to prepare a list of any changes they see needed and bring them to the next board meeting.
7. It was suggested that perhaps a public cemetery clean-up day might be helpful. This will be brought back for discussion at the next board meeting.
8. Elliott reported that the cemetery cell phone is getting a lot of scam calls. She put the number on the Do Not Call list but probably that will not help.

GROUNDSKEEPER REPORT:

1. Elliott presented a report on hour many hours each groundskeeper worked over the summer.
2. A pipe broke on Sept 9 and was fixed by groundskeeper Wetzel.
3. A large branch broke off a tree on Sept. 26. Groundskeeper Wetzel removed it.

FINANCIAL REPORTS

1. Elliott reported that the county Auditor mistakenly credited the MCD with aviation fuel sales. She notified them of the mistake. The final budget number also had to be changed since a mistake was made at the Auditor office.
2. County financial reports YTD Sept. 30, 2022 report was presented.
3. Budget vs Actuals and Itemized Category Reports YTD Sept. 30, 2022 was presented.
4. Invoices were presented for:
 - a. AT&T wireless service; \$91.73 due 9/17/2022; 10/17/2022 and \$91.35 due 11/17/2022
 - b. AT&T for phone book listing: \$ \$4.67 for each month, due 9/22/2021;107/22/2022 & due 11/22/2022.
 - c. Cal-Waste for bin rent: \$24.68 for each month: September, October & November 2022.
 - d. CAPC Annual member fee \$67
 - e. Reimburse Robert Wetzel \$21.47 for fuel & oil and \$21.48 for trash bags.
 - f. A-1 Land Management \$2,700 for tree removal.
 - g. Post Office box rent \$90
 - h. Foothill Portable Toilets \$130 for pumping porta pottie.
 - i. CSDA annual member fee \$326
 - j. Reimburse Jeff Garrison \$12 for dump fees; \$25.13 for mileage.
 - k. Reimburse Maureen Elliott \$4.50 for postage to auditor.
 - l. Other invoices:

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

5. Plot sales in August, September & October of 2022: None. Burials since last board meeting: 9

TRUSTEE REPORTS/ITEMS OF INTEREST

DATE OF NEXT MEETING: The next regular meeting will be held on February 15, 2023

ADJOURNMENT: Reeves moved that the meeting be adjourned. Elliott seconded the motion and the motion passed 5/0. The meeting adjourned at 9:47 PM