

## MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of September 16, 2020

**CALL TO ORDER:** The meeting was called to order by Chair Karen Kaua at 7:15 PM in the Murphys Historical School. Present were Trustees Jeff St. Louis, Maureen Elliott, Karen Kaua, Kristi Darby and Patti Cripe.

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

**PUBLIC COMMENTS:** None

**APPROVAL OF MINUTES:** Darby moved that the Minutes of June 17, 2020 be approved as presented. St. Louis seconded the motion and the motion passed 5/0

**CORRESPONDENCE:**

1. Elliott presented a letter from SDRMA telling the board that they have a refund on their Worker Comp. insurance of \$403.51

**GROUNDSKEEPER REPORT:**

The groundskeeper did not send a written report. Elliott told the board that Wetzel has been working because the groundskeeper is working on fires. Wetzel purchased 2 trailer balls so that any PU can pull the trailer .

**OLD BUSINESS:**

1. Cripe said she had completed the Sexual Harassment training and will mail her certificate to the secretary.

2. The Districts Corona Virus Restrictions were reviewed and will remain in place until the board feels that restrictions are no longer needed.

3. Discussion was held on providing binders with district information in them to all board members, providing copies of all keys to every board member. This will be carried over to the next board meeting for further discussion.

4. Elliott reported that the wall at the tennis court is not moving forward at this time.

5. The question of why CalPers is billing the district \$200 has not been answered by them yet.

6. The large pile of brush was discussed. Elliott will call around and get a couple of bids.

**NEW BUSINESS:**

1. Monthly safety brochures: "Pro-Active Safety Attitude"; "Office Ergonomics" and "Driven to Distraction" were discussed and will be provided to the groundskeeper

2. Deferring of payroll taxes as approved by the government was discussed. Since the employees do not want to do this, the District will not participate.

3. Elliott reported that the Annual Payroll Reconciliation was submitted on 8/17/2020

4. Discussion was held on the purchase of a new cell phone since the old flip phone broke. The new phone is an Apple and cost approximately \$400.

5. The groundskeepers salary was discussed. St. Louis moved that it be raised to \$18 per hour starting with the Nov. 1<sup>st</sup>, 2020 paycheck. Elliott seconded the motion and it passed 5/0. Cripe moved that a \$500 bonus be given to the groundskeeper with the Nov 1-15 pay period. St. Louis seconded the motion and it passed 5/0

6. Elliott reported that Valley Entry Systems has replaced the mother board in the code box.

**FINANCIAL REPORTS**

1. County financial reports YTD Junel 30, 2020 report was presented.

2. Budget vs Actuals and Itemized Category Reports YTD June 30, 2020 were presented.

4. Invoices: Invoices were presented for:

a. AT&T wireless service: \$65.72 due 7/17/2020; \$65.39 due 8/17/2020; \$114.10 due 9/17/2020

b. AT&T for phone book listing: \$ \$4.61 due 7/22/2020; \$4.61 due 8/24/2020; \$4.61 due 9/23/2020

c. CalWaste for bin rent: \$21.71 each month for July, August and September.

d. Reimburse Maureen Elliott \$97.64 for cover etc for new district cell phone

e. Reimburse Bob Wetzel \$45.25 for trailer hitch balls.

f. Reimburse Robert Buchanan \$450 for the plot he is selling back to the District.

Darby moved that the warrants be approved for payment. Cripe seconded the motion and it passed 5/0

**TRUSTEE REPORTS/ITEMS OF INTEREST:**

St. Louis noticed that the sign on the entry gate has 2 different phone numbers, one of them an unknown number.

**DATE OF NEXT MEETING: TBA**

**ADJOURNMENT:** St; Louis moved that the meeting be adjourned. Darby seconded the motion and the motion passed 5/0. The meeting adjourned at 10:15 PM