

MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of November 18, 2020

CALL TO ORDER: The meeting was called to order by Chair Karen Kaua at 7:02 PM in the Murphys Historical School. Present were Trustees Jeff St. Louis, Maureen Elliott, Karen Kaua, Kristi Darby. Absent was Patti Cripe.

QUORUM: A quorum of four board members was present.

PUBLIC COMMENTS: None

APPROVAL OF MINUTES: Darby moved that the Minutes of Sept. 16, 2020 be approved as presented. St. Louis seconded the motion and the motion passed 4/0

CORRESPONDENCE:

1. Letter from State Controller on changes to the annual Government Compensation Report.
2. CSDA letter offering access to an affiliate credit card service. No action taken.
3. CalPers Annual Information Report issues. Darby offered to handle filing the report.

GROUNDSKEEPER REPORT:

The groundskeeper did not send a written report. Elliott told the board that Garrison is back at work but plans to split his hours with Wetzel for the next pay period.

OLD BUSINESS:

1. The Districts Corona Virus Restrictions were reviewed and will remain in place until the board feels that restrictions are no longer needed.
2. Discussion was held on future board needs. Darby moved that binders with maps, policies etc be provided for each board member and that a laptop computer and all software needed be purchased by Elliott for the District. St. Louis seconded the motion and it passed 4/0
3. The large pile of brush was discussed. Elliott told the board that several companies have been contacted and they promise to go a bid but then never return phone calls or emails. She called Whiskey Slide Land Services yesterday and was told they would go and look at the brush. Darby moved to allow them to do the job if they place a bid. Kaua seconded the motion and it passed 4/0
4. The 2nd unknown phone number on the sign on the cemetery entry gate has been painted over so it is not visible.

NEW BUSINESS:

1. Monthly safety brochures: "Four Generations-The Greatest Potential" and "Holiday Safety" were discussed and will be provided to the groundskeeper
2. The problem of the cemetery gate not be able to be opened when the power is off was discussed. Elliott will call the gate repair company and ask if there is a way to open the gate manually.
3. The groundskeeper's discovery that a neighbor had left their cars in the cemetery overnight was discussed. It was decided to revise the Public Policy Manual to add a restriction on leaving vehicles in the cemetery.
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. Three board members have their term expiring on Dec. 31. All of them will request another term.

FINANCIAL REPORTS

1. County financial reports YTD September 30, 2020 report was presented.
2. Budget vs Actuals and Itemized Category Reports YTD September 30, 2020 were presented. Elliott noted that the Liability Insurance line is over budget and suggested that funds from other line items be adjusted to cover it. St. Louis moved that Elliott decide where to move the funds from and take care of this. Kaua seconded the motion and it passed 4/0
4. Invoices: Invoices were presented for:
 - a. AT&T wireless service: \$80.76 due 10/17/2020; \$80.88 due 11/17/2020
 - b. AT&T for phone book listing: \$ 4.62 due 10/22/2020; \$4.62 due 11/23/2020
 - c. CalWaste for bin rent: \$2.45 each month for Oct and Nov. and \$32.11 for emptying the bin.
 - d. Postmaster \$76 for annual PO Box rent
 - e. Foothill Portable Toilets \$85 for pumping.
 - f. CSDA \$289 for annual dues
 - g. CalPers \$200 for annual fee.

Darby moved to approve the warrants for payment. St. Louis seconded the motion and it passed 4/0.

TRUSTEE REPORTS/ITEMS OF INTEREST: None

DATE OF NEXT MEETING: TBA

ADJOURNMENT: St; Louis moved that the meeting be adjourned. Darby seconded the motion and the motion passed 4/0. The meeting adjourned at 9:54 PM