

## MURPHYS CEMETERY DISTRICT

### Minutes of the Board of Directors meeting of May 19, 2023

**CALL TO ORDER:** The meeting was called to order by Chair Karen Kaua at 7:00 PM in the EPVMD AKA The Lion's Hut at 99 School Street, Murphys, CA. Present were Trustees Maureen Elliott, Karen Kaua, Jackie Reeve, and Jeff St Louis. Trustee Patti Cripe was absent

**QUORUM:** A quorum of four board members was present. Call to order at 7:02PM

**PUBLIC COMMENTS:** None

**APPROVAL OF MINUTES:** St. Louis moved that the Minutes of February 15, 2022 be approved as presented. No meetings were held in March or April of 2023. Kaua seconded the motion and the motion passed 4/0

#### **CORRESPONDENCE:**

1. A copy of a letter from Don Masters to Julie Getter was read. No action was taken.
2. The board received a bill from Ghio & Weber in mistake. The correct person to get the bill was notified.
3. SDRMA sent estimates for both the worker comp & liability insurance costs for the 2023-24 fiscal year.
4. The SDRMA Ballot package was discussed by the board. Kaua moved that the MCD vote for candidates Swan, m Warren & Seifert-Raffelson. Elliott seconded the motion and it passed 4/0

#### **OLD BUSINESS:**

1. The draft map for the potential road that would border the Davies land was received. The Kautz family, thru their representative Jim Heryford has requested that some space in this new area be reserved for them to choose a plot at the time of death of one of the Kautz family. Since the MCD is not yet selling plots in this area, there is no reason to make a motion to reserve any space in a particular area at this time.
2. The Public Policy Manual with the changes approved at the last board meeting was reviewed
3. A draft of the proposed copy for the new receipt books was reviewed by the board. Reeves moved to approve the draft as presented and to order the receipt books. The motion was seconded by Kaua and passed 4/0.
4. Discussion was held on doing a "Cemetery Clean-Up Day" Kaua suggested asking the Boy Scouts and volunteered to contact the Scout Master about it.
5. Discussion was held on the new "No Parking" signs for the large event weekends. It was decided to put them at the gate the night before any busy community event weekends.

#### **NEW BUSINESS:**

1. The Board was reminded that the new date of board meetings would be the third Thursday of each month at 7PM in the EPVMD building AKA the Lion's Hut. This change was due to the EPVMD locking the historic school house as of April 4, 2023
2. A member of the public asked for an update on when the historic cross owned by the Congregational Church would be replaced. Kaua will contact the church to get an update on progress.
3. Elliott reported that the EPVMD had not known it was illegal to use military emblems without a license from the DOD so the emblems that placed on the flag pole base are probably not allowed. No action to be taken at this time.
4. Elliott stated that a purchase of flash drives was needed to store the fiscal year documents on . Kaua moved to purchase flash drives as needed. The motion was seconded by Reeves and passed 4/0
5. There was a discussion on possibly organizing a joint Memorial Day event next year with the EPVMD.
6. Form 405-Statement of Facts was filed with the Secretary of State.
7. The Groundskeeper had been turned away from dumping yard waste at the Red Hill Waste Site. After Supervisor Huberty spoke with Solid Waste, they agreed it had been a mistake by their staff.
8. A discussion was held on the MCD having a written policy on rules for public contracting. Kaua moved that such a document be prepared with a limit of \$50,000 without having to go to bid, and brought to the board next month for approval. St. Louis seconded the motion and it passed 4/0

**GROUNDSKEEPER REPORT:**

1. A broken pipe was discovered when the water was turned back on. It was repaired by staff.
2. Extra road base on Jordan Way to extend the turn area is going to be needed soon
3. Both a burn permit and a Air Quality permit were obtained.
4. The groundskeeper many be absent for a week or two at the end of May. He will arrange for a substitute as needed.

**FINANCIAL REPORTS**

1. The 2023-24 Preliminary Budget and Board member signature form with a Resolution were approved.
2. County Financials YTD March 31, 2023 were presented
3. Budget vs Actuals and Itemized Category Reports YTD March 31, 2023 were presented.
4. Invoices were presented and approved for payment on a motion made by Reeves and seconded by Kaua. The motion passed 4/0

**TRUSTEE REPORTS/ITEMS OF INTEREST**

1. Elliott reported that a grave marker had been discovered as placed on the wrong plot. The company came immediately and fixed the error. .
2. Elliott reported she would be out of state May 24- May 31. Kaua will handle any plot sales etc during her absence.

**DATE OF NEXT MEETING:** The next regular meeting will be held on August 17, 2023

**ADJOURNMENT:** Elliott moved that the meeting be adjourned. Reeves seconded the motion and the motion passed 4/0. The meeting adjourned at 9:19 PM