

## MURPHYS CEMETERY DISTRICT

### Minutes of the Board of Directors meeting of February 15, 2024

**CALL TO ORDER:** The meeting was called to order by Chair Karen Kaua at 7:03 PM in the EPVMD Hall, 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.

**PUBLIC COMMENTS:** None

**ELECTION OF NEW BOARD OFFICERS FOR 2024:** After discussion, St Louis moved that Karen Kaua remain as Chair, Jackie Reeves as Vice Chair and Maureen Elliott as Secretary. Reeves seconded the motion and it passed 4/0

**APPROVAL OF MINUTES:** No meeting was held December of 2023 or January of 2024. The minutes of the Regular Meeting on November 16, 2023 was presented. Reeves made a motion to approve the minutes with a change to those minutes that the date of the next board meeting be changed to February 15, 2024. The motion was seconded by St Louis and was approved 4/0.

#### **CORRESPONDENCE:**

1. Refund of \$156.69 from CA Unclaimed Funds was received.
2. A letter from the IRS that they changed the District mailing address was received. Since the District does not file tax returns, and the new address is correct it appeared no action was needed in response.
3. The Annual Renewal Questionnaire from SDRMA was received. Elliott took care of returning it.
4. The CSDA Call for Nominations for the board members was discussed. No action was taken

#### **OLD BUSINESS:**

1. A review was held on the recent joint meeting of the county cemetery districts.
2. Elliott reported on attempting to get the Facebook pages for "Buena Vista Cemetery" and Murphys Cemetery (sic) removed or assigned to the District to manage with no luck. General census of the board is to ignore the 2 FB pages.
3. The fencing for the new area of the cemetery is finished.
4. Discussion on the new required endowment fee rates. Since they are required by CA law, the higher fees must be charged and is now \$250 per plot sold.
5. The Congregational Church was contacted about their plans to replace the cross that fell down in 2019 since that area is planned for a columbarium installation. They have not had time to take care of it yet. Kaua moved that the District go ahead with plans to install a columbarium there. St. Louis seconded the motion and it passed 4/0. Elliott will contact the columbarium company for pricing.
6. After review of the next step for preparing the new burial area, it was decided the next step would be installing a water system. Elliott will get bids and bring to the next board meeting.

#### **NEW BUSINESS:**

1. Discussion was held on the new CA laws on sick leave. Elliott was requested to redo the wording on sick leave in the Employee Manual and bring it to the next board meeting for approval.
2. A suggested draft copy of a Work Place Violence Plan was reviewed. The board asked Elliott to redo it to work better for our district and bring it back to the next board meeting for approval.
3. A review of the current wage levels for groundskeepers was held. Kaua moved that the head groundskeeper get a wage increase of \$2 per hour and the part time groundskeeper get at \$1 per hour wage. Elliott seconded the motion and it passed 4/0
4. The annual "Do Not Trespass" letter to the sheriff needed renewing. Elliott will take care of it.

#### **GROUNDSKEEPER REPORT:**

The groundskeeper asked for a sign on the porta pottie stating no trash should be put down the toilet. The board felt that anyone who would be putting trash in there would ignore a sign. Suggestion is to put a lock on the porta pottie

since it was only intended for the use of the employees and not for public use. He also reported that he had picked up some road base from Roller Landscaping to fill in pot holes and that he was using a torch on some large weeds to stop them from coming back similar to what the forestry does during burn days.

**FINANCIAL REPORTS**

1. County Financials YTD December 31, 2023 were presented.
2. Budget vs Actuals and Itemized Category Reports YTD Dec.31, 2023 were presented.
4. Invoices as listed on the Agenda were presented and approved for payment on a motion made by St.Louis and seconded by Kaua. The motion passed 4/0
5. A report on the number of plot sales since Nov 15 2023 thru Feb. 15, 2024 was presented. 1 cremain plot amd 2 5x10 plots were sold during that time period.

**TRUSTEE REPORTS/ITEMS OF INTEREST**

None

**DATE OF NEXT MEETING:** The next regular meeting will be held on May 16, 2024

**ADJOURNMENT:** Kaua moved that the meeting be adjourned. Reeves seconded the motion and the motion passed 4/0. The meeting adjourned at 9:20 PM