

## MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of May 16, 2024

**CALL TO ORDER:** The meeting was called to order by Chair Karen Kaua at 7:08 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

**APPROVAL OF MINUTES:** The minutes of the Regular Meeting on February 15, 2023 was presented. St Louis moved to approve the minutes as presented. Reeves seconded the motion and it was approved 4/0. No board meetings were held in March or April of 2024.

### **CORRESPONDENCE:**

1. Elliott reported that the CA State Controller Government Compensation report for 2023 had been filed on time.
2. The board reviewed the CAPC 2024 Cemetery Districts plot price and wage survey. No action needed.,
3. SDRMA adjusted estimates for the 2024-25 insurance policies was reviewed.

### **OLD BUSINESS:**

1. Boone Memorials plan for the columbarium installation was reviewed
2. Angels Sewer and Drain bid for installation of a water system for the new area was presented. St Louis moved that the bid be accepted & Elliott seconded the motion. The motion passed 4/0
3. Discussion was held on the new Labor Law on sick leave and on the draft changes to the MCD employee manual. Reeves moved that the draft wording be approved and inserted into the Employee Manual. Kaua seconded the motion and it passed 4/0
4. A draft Workplace Violence Policy was reviewed. After discussion Kaua moved to have the draft plan completed and brought to final approval to the next board meeting. Reeves seconded the motion and it passed 4/0

### **NEW BUSINESS:**

1. A discussion was held on the possibility of asking those who owned burial rights to vacant plots in Section 6 if they might be willing to exchange them for plots in the new area so the life of Section 6 could be extended. The board asked that this be brought back to the next board meeting.
2. Annual Form 700 forms were supplied by all board members except Cripe, who was not present.
3. Discussion was held on the 2024 community clean up day. October 12 was chosen for the date and further plans will be discussed at the next board meeting.
4. A discussion was held on cars parking in the cemetery during days of special events in Murphys. The "Do not park in the Cemetery" signs will continue to be placed at the entry gate on these days.
5. Board members were reminded that 2024 is the year that all board members need to take the Ethics and Sexual Harassment Prevention courses.
6. A discussion was held on plotting out grave spaces in the new area when it opens. Since there are already graves marked with corner pins for 10x10 plots, it was decided that the best method would be to leave those corner pins in place and make cremation plots 4' 6" square so that 4 will fit in the each existing 10 x10 area and also to make full burial plot sizes 4' 9" wide instead of the current 5'x10' so that the existing 10'x10' plots can be easily split into two full burial plots. Further discussion and a vote will be held when the new area is ready to be opened.

7. A discussion was held on the best method of making sure unmarked graves of Native Americans that are already in the cemetery are not disturbed or forgotten. No action was taken but further discussion will take place at the next board meeting.
8. A request from Jenkins Bookkeeping for a raise to \$22.50 per hour was discussed. Kaua moved to approve the request and Reeves seconded the motion. The motion passed 4/0s
9. A discussion was held on placing the flags on veterans graves before Memorial Day. Kaua and Reeves along with members of the Murphys Lions Club will take care of this on May 23.

**GROUNDSKEEPER REPORT:**

The groundskeeper used some sick leave to care for a family member after surgery. A tree fell on March 15 in Section 5 and he was able to clear it up himself. All brush was burnt with Wetzel working with him for 2 days during the burning..

**FINANCIAL REPORTS**

1. County Financials YTD February 29, 2024 were presented.
2. Budget vs Actuals and Itemized Category Reports YTD February 29, 2024 were presented.
4. Invoices as listed on the Agenda were presented and approved for payment on a motion made by Kaua and seconded by Reeves. The motion passed 4/0
5. A report on the number of plot sales since February 15 2024 thru May 12, 2024 was presented. 1 5x10 plots was sold during that time period.

**TRUSTEE REPORTS/ITEMS OF INTEREST**

Elliott told the board that she had updated to Windows 11 on the laptop. She also reminded the board that a proposed raise in the minimum wage to \$20 would cause a need to discuss the groundskeeper position's wage level if the proposal passes.

**DATE OF NEXT MEETING:** The next regular meeting will be held on August 15, 2024

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