

MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of February 19, 2020

CALL TO ORDER: The meeting was called to order by Chair Karen Kaua at 7:08 PM in the Murphys Historical School. Present were Trustees Jeff St. Louis, Maureen Elliott, Karen Kaua, Kristi Darby and Patti Cripe and CSDA Field Coordinator Dane Wadle, .Murphys Congregational Church Pastor Joe Jackson and Notary Deborah Cunningham.

QUORUM: A quorum of five board members was present.

PUBLIC COMMENTS: None

MURPHYS CONGREGATIONAL CHURCH: Pastor Joe Jackson presented the plans for replacement of the wood cross in the cemetery. They would like to move the new one back closer to the fence than the one that it is replacing. At this time there is no schedule for the replacement since they must first raise the funds to do it. Darby moved to accept the design of the replacement cross as presented. Kaua seconded the motion and it passed 5/0.

CSDA FIELD COORDINATOR: Dane Wadle spoke to the board about proposed AB 2093, which would require all government entities to save every email for two years. CSDA is opposing this bill and would like support from all districts. St Louis moved that the Murphys Cemetery District support CSDA in opposing AB 2093 and that a letter stating this opposition be sent by the district. Darby seconded the motion and it passed 5/0.

APPROVAL OF MINUTES: St. Louis moved that the Minutes of January 15, 2020 be approved as presented. Darby seconded the motion and the motion passed 5/0.

CORRESPONDENCE:

1. The CSDA training schedule and the new Board Member Handbook were provided to the board. Kaua, as board chair, kept the Board Member Handbook.
2. Elliott stated that the CA Labor Law poster for 2020 had been provided by the SDRMA and that she would make sure it was posted in the maintenance building.
3. Elliott told the board that she had completed the SDRMA Worker Comp renewal questionnaire before the Feb. 15 deadline to be earn credits on the next billing.
4. The CA State Controller 2019 Government Compensation Report is due. Elliott will take care of submitting it.
5. Kaua moved that the Murphys Cemetery District has no one to nominate for a board position on the CSDA Board of Directors. Cripe seconded the motion and it passed 5/0.
6. To fill the requirement of providing proof to the county that all board members had taken an Oath of Office, Notary Deborah Cunningham, at the request of the board, gave the Oath of Office to each board member and notarized signed statements for each board member as proof. Elliott moved that the cost of the notary in the amount of \$15 per member be paid by the Murphys Cemetery District. St Louis seconded the motion and it passed 5/0. Elliott provided a personal check up front to pay the notary and will submit to the county for reimbursement.

The board also signed a Resolution for any warrant to be paid by the county auditor that was signed by 2 board members, which was the same wording as the Resolution provided to the county in June of 2019.

GROUNDSKEEPER REPORT:

Elliott told the board that M. Peccia, had accosted a community service worker who was raking pine needles and leaves along Cemetery Lane. This is the 3rd incident in the past 2 months of M. Peccia being confrontational with workers in the cemetery.

The groundskeeper sent a report stating that he has trimmed back trees so vehicles will not be scratched by them and he will be trimming more as time dictates. He would like the board to consider allowing him to find a replacement worker for when he is on un-paid vacation. He proposes a retired forest service worker who lives in Murphys, Bob Wetzel. This would not cost any extra in salary since the proposal is the extra hire worker would be paid using the salary that the groundskeeper would have earned if he was working. Darby moved that we request that the proposed extra hire attend the March board meeting. Elliott seconded that proposal and it passed 5/0.

Elliott told the board that one of the available community service workers has started working off his hours. He seems to be working out OK but so far has not worked many hours of the 200 he had to work.

OLD BUSINESS:

1. On the required Sexual Harassment Prevention training, only board member Cripe has not completed the training. She will take care of it before the next board meeting.
2. The required Ethics training is available from SDMA on line at no cost. All board members who need this should take advantage of this free offer.

3. Angels Pest Company sprayed for weeds on January 28. They have notified the district that the fee will increase to \$2,600 next year
4. Elliott told the board that the reason they are being charged an annual \$200 by CalPers is because the district had an employee covered by CalPers insurance in earlier years and CalPers now considers the district as enrolling in the CalPers program even though the county says that our district is not eligible for any CalPers benefits. She will keep trying to get us removed from the requirement to pay the annual fee.
5. Guy Jordan started the repairs and graveling of the cemetery roads on February 5th.
6. The groundskeeper told Elliott that the 2 historical grave markers for the Schaeffle family plot were returned by Boone Memorials and were left outside the building along with a slab of granite. The groundskeeper stated he was going to call Tanner Boone to let him know he was moving the markers into the building for safe keeping.

NEW BUSINESS:

1. Monthly safety brochure: "Safety Orientation-A New Way of Thinking" was discussed and will be provided to the groundskeeper

FINANCIAL REPORTS

1. County financial reports YTD December 31, 2019 report was presented. Elliott told the board that the principal of the Endowment Fund is now \$6.632 and that the Endowment Fund Interest is \$5,030.41. The Reserve Fund balance is \$277,842.21
2. Budget vs Actuals and Itemized Category Reports YTD December 31, 2019 were presented.
3. Elliott explained that a budget transfer needed to be made to cover costs that exceeded the amount budgeted for Office Expense. Darby moved that the proposed budget transfer of \$500 from Prof. and Specialized Services to Office Expense be approved. St. Louis seconded the motion and it passed 5/0
3. Invoices: Invoices were presented for: AT&T in the amount of \$ \$4.21 due 1/23/2020 for the phone book listing and \$65.98 due 2/17/2020 for phone service; Cal Waste \$21.71 for bin rent; Karen Kaua and Kristi Darby \$21.95 each for cost of training; Angels Pest Co. \$2,300 for weed control spraying. Kaua moved that all invoices be approved for payment. Cripe seconded the motion and the motion passed 5/0.

TRUSTEE REPORTS/ITEMS OF INTEREST: None

DATE OF NEXT MEETING March 18, 2020 at 7PM

ADJOURNMENT: St; Louis moved that the meeting be adjourned. Darby seconded the motion and the motion passed 5/0. The meeting adjourned at 9:37 PM