

MURPHYS CEMETERY DISTRICT

Minutes of the Board of Directors meeting of March 18, 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. Trustee Patti Cripe was absent.

QUORUM: A quorum of four board members was present.

PUBLIC COMMENTS: None

APPROVAL OF MINUTES: Darby moved that the Minutes of February 19, 2020 be approved as presented. St. Louis seconded the motion and the motion passed 4/0

CORRESPONDENCE:

1. The CDSA March Action Brief was discussed by the board. No action taken.

GROUNDSKEEPER REPORT:

The groundskeeper sent a report stating that he has been checking on the run-off from the storm and has been trimming trees and getting debris cleared away. He will be having the water turned back on shortly.

The extra hire candidate did not attend the board meeting due to health issue. The board instructed the secretary to send needed paperwork to him by mail or email.

Elliott mentioned the large pile of brush that has accumulated and suggested that a company be hired to chip before too long.

OLD BUSINESS:

1. On the required Sexual Harassment Prevention training, only board member Cripe has not provided a certificate. She was not present at the meeting so it is not known if she has obtained a certificate yet.

2. Elliott and Kaua provided an Ethics training certificate.

3 Elliott told the board that she left a message for HR at the county to ask them if they knew why the district is being considered a PERS member but they did not call back.

4. Elliott told the board that she had called the notary who administered the Oath of Office in February to all board members, requesting a receipt for the \$75 fee be sent, but it has never arrived. The board drew up a written request that the county reimburse Elliott for the \$75 without that receipt.

Guy Jordan started the repairs and graveling of the cemetery roads on February 5th.

NEW BUSINESS:

1. Monthly safety brochure: "Stairways and Ladders-A Safe Step" was discussed and will be provided to the groundskeeper

2. A discussion was held on how the cemetery business will be handled during the Covoid 19 crisis. St. Louis moved that the board secretary be allowed to get all budgeted warrants paid and to handle all normal and usual cemetery business without further board input and that further board meetings to be cancelled at the decision of the Chair and Vice Chair each month as they see fit. In addition, pre-need plot sales and all other non-essential business involving in-person contact is cancelled for the duration and funerals may have no more than 10 persons attending them. If the Covoid 19 rules are tightened by authorities, the District will also tighten their rules to match. Darby seconded the motion and it passed 4/0.

3. A discussion was held on the salary range for the permanent groundskeeper position. St.Louis moved that at this time, the current salary be raised by fifty center per hour to \$17.50 starting May 1st. Darby seconded the motion and it passed 4/40

FINANCIAL REPORTS

1. County financial reports YTD January 31, 2020 report was presented.

2. Budget vs Actuals and Itemized Category Reports YTD January 31, 2020 were presented.

3. Invoices: Invoices were presented for: AT&T in the amount of \$ \$4.21 due 2/23/2020 for the phone book listing and \$65.03 due 3/17/2020 for phone service; Cal Waste \$21.71 for bin rent; Guy Jordan \$10,055 for road repairs. Darby moved that all invoices be approved for payment. St. Louis seconded the motion and the motion 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 9:10 PM