

**GREENFIELD CEMETERY DISTRICT
REGULAR MEETING
MONDAY DECEMBER 16, 2024
@ GREENFIELD LIONS HALL 618 APPLE AVE.
GREENFIELD, CA 93927**

CALL TO ORDER: **TIME:** _____ **Adjourned:** _____

ROLL CALL: David Kong (Chair), Beatriz Diaz (Clerk), Raul Rodriguez, Clara Valdivia, James Thorp

PUBLIC COMMENTS: Members of the public will be afforded the opportunity of a **3-minute** public comment and may do so when the board opens public comments. “The board will normally not respond to public comments”. If an Item is on the agenda and you want to make a public comment, please save your comment when the item comes up.

1. Public comments:

2. Approval of Minutes for November 18, 2024

Motion by: _____ Second by: _____
AIF: _____, Any Objections: _____, Any Abstentions: _____ Motion: _____

3. GREENFIELD CEMETERY DISTRICT INTERIM MANAGER JESUS TOVAR’S REPORT:

- A. The report will be presented by Jesus Tovar.
- B. The board will comment and or ask any questions on report.
- C. The board will turn the floor over to any public comment(s). *3 minutes per person.*
- D. The board will finalize their comments and questions. The park manager’s report is over.
- E. The report discussion is closed.

4. GREENFIELD PROJECT MANAGER JANET THORP’S REPORT:

- A. The report will be presented by Janet Thorp.
- B. The board will comment and or ask any questions on report.
- C. The board will turn the floor over to any public comment(s). *3 minutes per person (per above).*
- D. The board will finalize their comments and questions. The project manager’s report is over.
- E. The report discussion is closed.

5. INFORMATIONAL ITEMS:

- The first quarter of the fiscal year has ended. The board will review the report provided by Greens Accounting.
 - A. The informational item will be presented by Jim Thorp.
 - B. The board will comment and or ask any questions on report.
 - C. The board will turn the floor over to any public comment(s). *3 minutes per person (per above).*
 - D. The board will finalize their comments and questions.
 - E. The informational item discussion is closed.

- The board will revisit the discussion of possibly offering employee’s disability starting in 2025.
 - A. The informational item will be presented by Raul Rodriguez.
 - B. The board will comment and or ask any questions on report.
 - C. The board will turn the floor over to any public comment(s). *3 minutes per person (per above).*
 - D. The board will finalize their comments and question.
 - E. The informational item discussion is closed.

- The board will discuss the possibility of board members and employee’s attending the Cemetery Convention in Monterey. Scholarship applications will be provided and the deadline to apply is approaching.
 - A. The informational item will be presented by David Kong.
 - B. The board will comment and or ask any questions on report.
 - C. The board will turn the floor over to any public comment(s). *3 minutes per person (per above).*
 - D. The board will finalize their comments and questions.
 - E. The informational item discussion is closed.
- The board will discuss the bi-yearly vote for President of the Board. According the Greenfield Public Recreation by-laws adopted May 20th, 2024, the board is meant to vote for Board President every two years in January.
 - A. The informational item will be presented by Jim Thorp.
 - B. The board will comment and or ask any questions on report
 - C. The board will turn the floor over to any public comment(s). *3 minutes per person (per above).*
 - D. The board will finalize their comments and questions.
 - E. The informational item discussion is closed

BUSINESS ACTION ITEMS:

- The board will hear about and discuss policies that were made by the cemetery subcommittee made of up David Kong and Clara Valdivia. The policies in question pertain to: the current policy on gravemarkers/headstones (more specifically flat and upright markers “headstones” and location) possible modifications to current policy, resident and non-resident specifications, informational access (who/how one can access information provided to the district), and official grave sizes within the cemeteries in the district’s jurisdiction. Policies written by Janet Thorp and reviewed by: BBK lawyer Brian Hughes. The board will also discuss where policies will be displayed.
 - A. The informational item, findings, and policies will be presented by Janet Thorp.
 - B. The board will comment and or ask any questions on report.
 - C. The board will turn the floor over to any public comment(s). *3 minutes per person (per above).*
 - D. The board will finalize their comments and questions.
 - E. The board will vote on gravemarker policy established by the subcommittee:

Motion by: _____ Second by: _____

Motion: *The motion as it was made will be in the December 16th, 2024 minutes.*

AIF: _____, Any Objections: _____, Any Abstentions: _____

The board will vote on the resident and non-resident policy presented by the subcommittee:

Motion by: _____ Second by: _____

Motion: *The motion as it was made will appear in the December 16th, 2024 minutes.*

AIF: _____, Any Objections: _____, Any Abstentions: _____

The board will vote on the official grave size policy presented by the subcommittee:

Motion by: _____ Second by: _____

Motion: *The motion as it was made will appear in the December 16th, 2024 minutes.*

AIF: _____, Any Objections: _____, Any Abstentions: _____

The board will vote on the informational access policy policy presented by the subcommittee:

Motion by: _____ Second by: _____

Motion: *The motion as it was made will appear in the December 16th, 2024 minutes.*

AIF: _____, Any Objections: _____, Any Abstentions: _____

- The board will discuss the need for gravel down at the cemeteries for the up and coming winter and rainy season for 2024-2025.
 - A. The informational item will be presented by Jesus Tovar.
 - B. The board will comment and or ask any questions on report
 - C. The board will turn the floor over to any public comment(s). *3 minutes per person (per above).*
 - D. The board will finalize their comments and questions.
 - E. The board will vote on the purchasing of gravel for the winter season of 2024-2025 presented:

Motion by: _____ Second by: _____

Motion: *The motion as it was made will appear in the December 16th, 2024 minutes.*

AIF: _____, Any Objections: _____, Any Abstentions: _____

- The board will discuss the update on the potential of getting an appraisal of the lot from the Holy Trinity church and possible pricing for the assessment.
 - A. The informational item will be presented by Raul Rodriguez.
 - B. The board will comment and or ask any questions on report.
 - C. The board will turn the floor over to any public comment(s). *3 minutes per person (per above).*
 - D. The board will finalize their comments and questions.
 - E. The board will vote on information presented about the appraisal and potentially getting the Holy Trinity lot accessed:

Motion by: _____ Second by: _____

Motion: *The motion as it was made will appear in the December 16th, 2024 minutes.*

AIF: _____, Any Objections: _____, Any Abstentions: _____

- The board will revisit the discussion of the possibility of getting a credit card from Wells Fargo, in order to better monitor expenses and potentially pay reoccurring bills with the card. The card is a 2 percent cash back card, so the district has the potential to get money back on its purchases.
 - A. The informational item will be presented by David Kong.
 - B. The board will comment and or ask any questions on report
 - C. The board will turn the floor over to any public comment(s). *3 minutes per person (per above).*
 - D. The board will finalize their comments and questions.
 - E. The board will vote on the Wells Fargo credit and information presented:

Motion by: _____ Second by: _____

Motion: *The motion as it was made will appear in the December 16th, 2024 minutes.*

AIF: _____, Any Objections: _____, Any Abstentions: _____

- The board will discuss designating a time for the cemetery district meeting time. Suggestion: 7:00PM. The board will also discuss modifying the by-laws and location space of the meeting location for the Greenfield Cemetery District meetings on the 3rd Monday of the month according the by-laws adopted on May 20th, 2024.
 - A. The informational item will be presented by Janet Thorp.
 - B. The board will comment and or ask any questions on report
 - C. The board will turn the floor over to any public comment(s). *3 minutes per person (per above).*
 - D. The board will finalize their comments and questions.
 - E. The board will vote on modifying the by-laws pertaining to location and time of the Greenfield Cemetery District meetings according to the by-laws adopted on May 20th, 2024; (if passed the by-laws will be modified and displayed on the website):

Motion by: _____ Second by: _____

Motion: *The motion as it was made will appear in the December 16th, 2024 minutes.*

AIF: _____, Any Objections: _____, Any Abstentions: _____

6. GREENFIELD CEMETERY DISTRICT CURRENT EXPENSE SHEET IS ATTACHED TO THE AGENDA.

- A. The board will make any comments or questions.
- B. The board will turn the floor over to any public comment(s). *3 minutes per person (per above).*
- C. The final recognition of the expenses will be acknowledged and the expense portion of the meeting will be closed.

7. FINAL BOARD COMMENTS:

- Each member of the board will take 1 minute to add in any final comments or agenda items for the January 20th, meeting.
 - A. The board will make their final comments.
 - B. The board will turn the floor over to any public comment(s). *3 minutes per person (per above).*
 - C. The final comments section will be closed and the meeting will be turned over to closed session. Adjournment pending if the session needs to be re-opened.

8. CLOSED SESSION:

- The board will discuss employees and be doing an overall employee review and issues brought to their attention throughout the month and at November 18th's meeting.
- The board will discuss the possibility of an employee appreciation gift for the end of the year/holiday season.

9. OPEN SESSION BACK UP IF DEEMED NECESSARY.

The agenda can also be located and downloaded at our website:

<https://www.greenfieldcemetery.org/>

NEXT REGULAR BOARD MEETING JANUARY 20, 2024

BOARD MEMBERS:

David Kong (Chair), Beatriz Diaz (Clerk), Raul Rodriguez, Clara Valdivia, James Thorp