

**AGENDA MINUTES FOR MARCH 18, 2024**  
**GREENFIELD CEMETERY DISTRICT BOARD.**  
**REGULAR BOARD MEETING APRIL 15, 2024**  
**@ GREENFIELD LIBRARY 315 EI CAMINO REAL,**  
**GREENFIELD, CA**

**CALL TO ORDER:**                      **Time:** 7:15p.m.                      **Adjourned:** 8:10p.m.

**Roll Call:** David Kong (Chair), Beatriz Diaz (Clerk), Raul Rodriguez, Clara Valdivia, Jim Thorp  
**Board members present:** Beatriz, Raul, Clara, Jim. **David Kong Absent.**

**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:** Sonia would like the board to consider allowing putting headstones upward. The board will look into the issue of why not allow upward headstones. Bring it to the board for discussion.
2. **Approval of February 19, 2024, MINUTES:**  
Motion by: Raul Second by: Jim  
**Public Comments:** None  
**ALL Ayes, NO Objections, NO Abstentions, Motion: PASSES**
3. **Greenfield Public Park Recreation Manager Manuel Mireles Report:**  
Manager Manuel reports 3 Burials  
**Public Comments:** **Sonia commented manager is keeping cemetery very nice and clean.**
4. **Informational Item:**  
Status on job description (Administrative Assistant)  
**Table it for next month's meeting/ Board member David is working on it.**

**Update on what we have done to address the LAFCO Report concerns for the Greenfield Cemetery**

Shane Strong (Deputy Co. Council) **Talked about collaboration special districts talked about 2 priorities 1 adopting annual budget, and doing the audit board needs to address them and put them on the minutes.**

**Board member Raul gave a brief report to address LAFCO concerns.**

**Public Comments:** None

- A. First priority:
  - i. Adopt annual budgets for the current fiscal year (FY) 2023-2024.
  - ii. Retain qualified audit consulting firms to perform financial audits for FY 2021-21 and 2021-2022.
- B. Second-tier Priority:
  - i. Complete required Form 700 (Statement of Economic Interests filings for all Board members and any applicable staff);
  - ii. Complete required ethics and harassment prevention training for Board members and staff,

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- iii. Comply with website posting requirements per the Brown Act and other state laws (public Recreation and Cemetery Districts only),
- C. Encourage,
- i. Adopt bylaw amendments that promote Compliance with training requirements,
  - ii. Retain qualified audit consulting firm to conduct performance audits (evaluation of each district's fiscal practices and process), and
  - iii. Review and implement best practices recommended by the performance audits and in the Special District Leadership Foundation's "High Performing Districts." (<https://www.sdlf.org/viewdocument/high-performing-district-checklist>)

Shane Strong (Deputy Co. Council) Talked about collaboration special districts talked about 2 priorities 1 adopting annual budget, and doing the audit board needs to address them and put them on the minutes.

Board member Raul gave a brief report to address LAFCO concerns.

**Public Comments:** None

New County Council for the Greenfield Cemetery District

New County council for the Cemetery is Robert Brayer

**Public Comments:** No Public Comments

Update on purchase of church land for Cemetery District

Diocese has a new Financial Director. Board to contact Real Estate Martin Sanchez to sign contract.

**Public Comments:** Sonia commented the purchase of the land will be a great idea cemetery she is happy to see that the board is bringing to the agenda.

Interest in attending the PCA Cemetery April meeting in Visalia April 17, 2024

Table it for next board meeting

**5. Discussion/Action Item**

LAFCO Memorandum ballot for election of new special districts member

The board will bring it next month for a vote.

Employees Vacation Pay

The board approved a 1-week day vacation beginning 3/18/2024.

Raul made the motion to approve 1 week vacation, Second by Beatriz

**Public comment:** Sonia is happy to hear employees are getting a 1-week vacation pay they deserve for it for all their hard work.

All Ayes, No Objections, No Abstentions, Motion PASSES

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Increase of Cemetery Fees

Bring it for the next board meeting.

**Public Comment:** Sonia comment was at what percentage was the increase going to be

Motion by: Raul Second by: Clara

ALL Ayes, NO Objections, NO Abstentions, Motion: PASSES

Re-imbusement of expenses for David Kong attending CSDA Leadership Training:

The board approved board member David's re-imbusement for CSDA \$274.90.

**Public Comment:** Sonia Commented if all board members attend conferences and what kind of conferences is the board attending and it would be a great idea for managers to attend workshops.

6. **Board Comments:**

Close Session to update new board member on Park and Cemetery

Board member Clara asked Manuel if doubles were being sold already, response from Manuel he is in the process of preparing the section for doubles.