

**GREENFEILD CEMETERY DISTRICT
REGULAR MEETING
MONDAY AUGUST 18TH 2025
5:30 PM @ 618 APPLE AVE (LIONS HALL) 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 *for items not on the agenda*, and may do so when the board opens public comments. “The board will normally not respond to public comments.” *If an item is already on the agenda and you want to make a public comment, please save your comment and make it when the public comment for the item is presented.*

1. Public comments:

2. Approval of Minutes for July 21st, 2025.

Motion by: _____ Second by: _____

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

3. ADMIN ASSISTANT + PROJECT MANAGER REPORT JANET THORP:

- A. Report by Janet Thorp
- B. Board Comments & Questions
- C. Public Comments
- D. Final Comments & Questions

4. MANAGER REPORT JOHNNY MATA:

- A. Report by Johnny Mata.
- B. Board Comments & Questions
- C. Public Comments
- D. Final Comments & Questions

5. GREENFIELD CEMETERY DISTRICT BUSINESS DISCUSSION ITEMS

- Discussion of the excavator purchase and the pending details; price and budget.
 - A. Item by James Thorp
 - B. Board Comments & Questions
 - C. Public Comments
 - D. Final Comments & Questions
 - E. **Motion Adopted:** Yes or No

Motion by: _____ **Seconded by:** _____

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

Motion details if applicable will be reflected in the August 18th, minutes.

- The board will discuss two headstones on a plot site brought up at the July 21st, 2025 and consider adopting a policy.

- A. Item presented by Janet Thorp
- B. Board Comments & Questions
- C. Public Comments
- D. Final Comments & Questions
- E. **Motion Adopted:** Yes or No

Motion by: _____ **Seconded by:** _____

AIF: _____, Any Objections: _____, Any Abstentions: _____
Motion details if applicable will be reflected in the August 18th, minutes.

- The board will discuss their account at Wells Fargo and changing the key executors on the account.
 - A. Item presented by Janet Thorp
 - B. Board Comments & Questions
 - C. Public Comments
 - D. Final Comments & Questions
 - E. **Motion Adopted:** Yes or No
Motion by: _____ Seconded by: _____
AIF: _____, Any Objections: _____, Any Abstentions: _____
Motion details if applicable will be reflected in the August 18th, minutes.

- Establish a process/rules for employee hours & overtime.
 - A. Item presented by David Kong.
 - B. Board Comments & Questions
 - C. Public Comments
 - D. Final Comments & Questions
 - E. **Motion Adopted:** Yes or No
Motion by: _____ Seconded by: _____
AIF: _____, Any Objections: _____, Any Abstentions: _____
Motion details if applicable will be reflected in the August 18th, minutes

- Consider hiring an assistant manager that will work for both Districts.
 - A. Item presented by David Kong.
 - B. Board Comments & Questions
 - C. Public Comments
 - D. Final Comments & Questions
 - E. **Motion Adopted:** Yes or No
Motion by: _____ Seconded by: _____
AIF: _____, Any Objections: _____, Any Abstentions: _____
Motion details if applicable will be reflected in the August 18th, minutes.

- Establish a process or protocol on contacting the attorney: Who can contact? What is a valid reasons to contact our attorney? Does our Board President have to be notified?
 - A. Item presented by David Kong.
 - B. Board Comments & Questions
 - C. Public Comments
 - D. Final Comments & Questions
 - E. **Motion Adopted:** Yes or No
Motion by: _____ Seconded by: _____
AIF: _____, Any Objections: _____, Any Abstentions: _____
Motion details if applicable will be reflected in the August 18th, minutes.

- Establish rules and consequences regarding employee time cards.

- A. Item presented by David Kong.
- B. Board Comments & Questions
- C. Public Comments
- D. Final Comments & Questions
- E. **Motion Adopted:** Yes or No
Motion by: _____ **Seconded by:** _____
AIF: _____, **Any Objections:** _____, **Any Abstentions:** _____
Motion details if applicable will be reflected in the August 18th, minutes.

- Establish process/rules to communicate with managers. Will managers speak directly to the board or project manager?
 - A. Item presented by David Kong.
 - B. Board Comments & Questions
 - C. Public Comments
 - D. Final Comments & Questions
 - E. **Motion Adopted:** Yes or No
Motion by: _____ **Seconded by:** _____
AIF: _____, **Any Objections:** _____, **Any Abstentions:** _____
Motion details if applicable will be reflected in the August 18th, minutes.

- Discussion of Employee Handbook created by Brian Hughes (lawyer BBK Law)
 - A. Item presented by Janet Thorp.
 - B. Board Comments & Questions
 - C. Public Comments
 - D. Final Comments & Questions
 - E. **Motion Adopted:** Yes or No
Motion by: _____ **Seconded by:** _____
AIF: _____, **Any Objections:** _____, **Any Abstentions:** _____
Motion details if applicable will be reflected in the August 18th, minutes.

- Discussion on what is management's responsibilities and what are the boards.
 - A. Item presented by Brian Hughes.
 - B. Board Comments & Questions
 - C. Public Comments
 - D. Final Comments & Questions
 - E. **Motion Adopted:** Yes or No
Motion by: _____ **Seconded by:** _____
AIF: _____, **Any Objections:** _____, **Any Abstentions:** _____
Motion details if applicable will be reflected in the August 18th, minutes.

- Discussion/presentation on the Cemetery Convention in Grass Valley attended by Board Chair David Kong.
 - A. Item presented by David Kong.
 - B. Board Comments & Questions
 - C. Public Comments
 - D. Final Comments & Questions

E. Motion Adopted: Yes or No

Motion by: _____ **Seconded by:** _____

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

Motion details if applicable will be reflected in the August 18th, minutes.

6. PLEASE REFER TO CURRENT EXPENSE SHEET IS ATTACHED TO THE AGENDA.

A. Board Comments & Questions

B. Public Comments & Questions

C. Final Comments & Questions

7. FINAL BOARD COMMENTS:

- Final 1 minute comments for the board & introduction of agenda items for September.

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

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

NEXT REGULAR BOARD MEETING SEPTEMBER 15TH 2025

Board Members: David Kong, Beatriz Diaz, Clara Valdivia, Raul Rodriguez, James Thorp