

**GREENFEILD CEMETERY DISTRICT
REGULAR MEETING MINUTES
MONDAY AUGUST 18TH 2025
5:30 PM @ 618 APPLE AVE (LIONS HALL) GREENFIELD, CA 93927**

CALL TO ORDER:

TIME: 5:34 PM

Adjourned: 7:27 PM

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

- All board members in attendance stating “here” when prompted.

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:

- **Maria Perez:** Questioned why the cemetery was dirty. Stated her stone was dirty and some families were out there for 2 hours cleaning.
- Member of the public stated her Father’s headstone was delivered about two months ago and asked that the cemetery employee’s let her know before placing it. Stated she saw some stones set incorrectly. When she went to observe her Father’s headstone it was not set properly. It was not even. Stated the stones are expensive. They did not place the cement marker correctly. Stated it was completed less than a month to a month ago (when prompted by Trustee Raul Rodriguez and Chair David Kong). Asked if there was something that could be done. David stated the manager could take a look at it and he’d go look as well. The vase placement was also an issue.
- Public comment took place in Spanish. Board Trustee Clara Validivia and Trustee Raul Rodriguez carried conversation with constituent. Board Clerk Beatriz Diaz and Trustee Raul Rodriguez stated that the individual was concerned about the alignment and lawn when it came to the headstone.
- **Nick Hernandez:** He’s lived here all his life and wanted to know if there is any documentation kept on headstones. When does service happen? Is there any documentation when it’s installed? Trustee Clara Valdivia stated it’s less than a month when he was hired. He clarified that he was talking about the installation date. Board Trustee Raul Rodriguez stated that was something we can consider because there’s possibly not a lot of documentation. Board Chair David Kong stated that it’s something we could consider. Stated a lot of people are not here. The state of the cemetery right now is not looking good. He was informed that inventory was being taken and documentation updates being done would be to the benefit of retaining this information. The board informed him that management has shifted several times.
- **Ramon Rendon:** He wants to purchase a bench for his parent’s, but was told they were not being placed at the moment. Manuel had informed them they would be moved.
 - Board Chair David Kong stated we’re reviewing our bench policy.
 - Board Trustee Clara Valdivia stated we’re going to be moving benches because we’re going to be needing the land to bury people. The bench is not constituents anymore.
 - Janet stated: The benches would be done on a case by case basis. This item would have to be on an agenda and that was what the subcommittee was going to review in terms of policy.

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

Motion by: Board Trustee Raul Rodriguez moved a motion for the minutes to be approved. Second by: Board Clerk Beatriz Diaz seconded the motion. The board when prompted unanimously carried with an “aye”.

3. ADMIN ASSISTANT + PROJECT MANAGER REPORT JANET THORP:

A. Report by Janet Thorp

- The website total views for the month is 3,554 clicks.
- Worked on inventory mapping in the back blocks. K, KX, & L. 90% of the mapping is in the binder pending some notes in those back blocks. Inventory mapping as noted is corresponding headstones to the maps based on what I can see and what is written on the maps.
- Stated she had a meeting with Brian last week to go over the Employee Handbook and also let the board know there are some blank spaces to be filled in upon their review.
- Janet stated that upon the inventory mapping she’s been working on that the board needs to consider scanning the old blocks: A, B, C, D, E, F G, H, I & J because there is a lot of pre-sales and or individuals with no markers. Another reason I bring this up is due to an inquiry on the website where the woman’s father is not on the map, but she mentioned he was in block D over by the flag pole. Records show he was buried in March of 1995.
- The files in the office at the cemetery have been reorganized into a reverse chronological order.
- Johnny and she discovered an issue with some of the side blocks when it came to the mapping. This issue has since been sorted out and brought up to date with the inventory mapping and the receipt books.
- The dumpster has been having an issue for quite some time. Maintenance came a couple weeks ago and they came this morning for another inspection.
- Janet stated she’s been working with Ron Roth and SC Lubricants on the driver and gas card information as new management needed to be added to the account.
- Per last meeting took board members suggestions on where the district should have an account and filled out a couple credit applications.
- Janet thanked Johnny and Daniel for good teamwork.
- Janet also stated at she would like to take on the role of District Manager. She believes she deserves the position based on how hard she’s been working for the District. Does webinars, works with the lawyers, management, and would also like the board to consider a raise. For clarification the position would be GM of the Districts; overseeing everything.

B. Board Comments & Questions

- Board Trustee Raul Rodriguez asked for clarification on the new proposed Job Title.
- Board Trustee James Thorp asked for clarification on the duties of the proposed Job Title.

C. Public Comments

- A member of the public asked who would be in charge of answering questions if this new position was adopted.

D. Final Comments & Questions

- Board Chair David Kong stated that Johnny was the manager so he’d be taking the questions.

4. MANAGER REPORT JOHNNY MATA:

A. Report by Johnny Mata.

- Johnny opened his report by apologizing and acknowledging the comments made in public comment. Stated he's only one person and works with what he's given to make the public happy
- He stated he had three burials since last meeting – full body.
- At the Oak Park Cemetery he's been removing trees in the back corner and he's removed debris in front of the sign, so now you could read the sign.
- Explained there's been a badger at the cemetery and he's been doing some damage. Jim brought a trap. He may have moved on to the lawn.
- He's stated he's been working on headstones.
- Johnny stated that he looked at the area where they want to do the enclosure and there is enough room in Block A to put the enclosure in. They would have to be right up next to the other enclosures.
- Johnny also stated that there is an individual from Oak Park that would like to bury ashes above her loved ones. Janet clarified – as far as she knows there is two ashes within this plot. She would like to bury another set of ashes in a full body plot.
- Johnny also stated Janet helps if he needs help and has been good in that regard.

B. Board Comments & Questions

- Board Trustee Raul Rodriguez stated that it was his first report and some of these issues were there before him. Also stated the board is considering more help.
- Board Trustee James Thorp inquired about the help Johnny has been getting from other programs. Also stated that a lot of that help comes during the weekends but Johnny works from Monday to Friday.
- Board Trustee Clara Validiva inquired about the work alternative program, United Way, and about Daniel.
- Janet and Johnny clarified that it was 3-days a week.
- Board Trustee Raul Rodriguez stated the board could consider modifying the policy.
- Board Trustee Raul Rodriguez stated that we'd need to look at establishing a policy.

C. Public Comments

- Nick Hernandez states Johnny has been good, helpful, and quick. He states he always sees him working when going to the cemetery. Also inquired about more help.
- Someone stated that Johnny was doing a good job and was asking why he was digging a hole by himself. Asked him about the tractor. Stated the door in the corner was falling down – Mike Hernandez. The board thanked him.

D. Final Comments & Questions

- Janet stated: Deisy Castro and United Way has not had anyone to send to the cemetery yet. Janet has corresponded and suggested the board maybe partner with Monterey County Works – they'd love to partner with us again.

5. GREENFIELD CEMETERY DISTRICT BUSINESS DISCUSSION ITEMS

- Discussion of the excavator purchase and the pending details; price and budget.

A. Item by James Thorp

- Board Trustee Jim reported the following: 2 months ago he made the proposal that Coastal Tractor gave him about the excavator. Things have changed a little bit. They won't do the purchase interest free. The purchase is now a lease purchase and at the end the cost will be a \$1.00 buyout at the end of 60 months. If we put \$12,000.00 down it'll bring the monthly payment to \$893.11 a month for a brand new mini excavator that can get into tighter spaces. It comes with a warranty.

B. Board Comments & Questions

- Board Trustee inquired about the interest. It was then clarified it was 3%.

C. Public Comments

- Someone asked how long it takes to dig a hole.
- Johnny stated two days.

D. Final Comments & Questions

- Board Trustee Clara Valdivia stated we needed to move forward.

E. **Motion Adopted:** Yes

Motion by: Board Trustee Raul Rodriguez made a motion to authorize Board Trustee James Thorp to move forward with the purchase. **Seconded by:** Board Trustee Clara Valdivia seconded the motion.

Motion: The motion was unanimously carried with an “aye” when the board was prompted.

- 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

- Last month an individual came in and asked if they could place two headstones on their plot. They have a double plots – two vaults; in the new section in a block in the back. Two people are buried there. Therefore it would mean one headstone would be above another. The board discussed that it would need to be within the respective sizes within the District’s policies.

B. Board Comments & Questions

- Board Chair David Kong asked if there are any cases of this in the cemetery currently.
- Board Trustee James Thorp asked for clarification.
- Board Trustee Raul Rodriguez stated some families share a stone, but others may want individual stones, so he thinks it’d be a good idea.

C. Public Comments

- Someone stated that would be a good idea.
- A member of the public inquired about prices.
 - It’s around \$311.00 for an open and close and this would be the price if you’ve already purchased the plot.
 - 30-40 dollars for ash liners depending on size.
 - One should check in with Johnny for official pricing.

D. Final Comments & Questions

- No more comments were made on this item.

E. **Motion Adopted:** Yes

Motion by: Board Trustee Raul Rodriguez made a motion to allow for up to 2-headstones on a plot within the district’s respected headstones sizes. **Seconded by:** Board Jim Thorp seconded the motion.

Motion: The board members unanimously passed this motion with an “aye” when prompted.

- The board will discuss their account at Wells Fargo and changing the key executors on the account.

- A. Item presented by Janet Thorp
 - Last month David and I went to Wells Fargo, and it was there Christian let us know that the key executors were previous board members. The board needs to discuss changing two new individuals with board members that need to stay on the board for quite some time. Board Chair David Kong stated we need to make the appointment for at least an hour. Janet's been in contact with Christian.
- B. Board Comments & Questions
 - Board Trustee Raul Rodriguez suggested the key executors be Board Chair David Kong and Board Trustee Clara Validivia.
- C. Public Comments
 - No public comments were made on this item.
- D. Final Comments & Questions
- E. **Motion Adopted: Yes**

Motion by: Board Trustee Raul Rodriguez made a motion to appoint David Kong and Clara Validivia as the key executors on the Wells Fargo account. **Seconded by:** Board Trustee James Thorp seconded the motion.

Motion: The board unanimously carried the motion stating "aye" when prompted.
- Establish a process/rules for employee hours & overtime.
 - A. Item presented by David Kong.
 - A board member suggested that we establish a process and rules for employee hours and overtime. Going over the employee handbook with Brian, if the board looked over that it was established as eight hours would be the regular hours and that would be depending on the board establishing whether it's five days a week or more. Previous to this some of the employees were working six to seven days a week because there was burials and a lot of work. This is just a discussion topic.
 - B. Board Comments & Questions
 - Board Trustee Raul Rodriguez added to the item by suggesting the managers bring a set schedule and they bring it to the board to give some input and so a schedule can be approved. He used Johnny's schedule as an example: Should he have weekends off? The board can look it over and make any recommendation and he can approve it. He stated we need to have a process; call David and tell him the situation and changes. States it's up to management to organize themselves and to figure out what days Daniel is at the cemetery and what days he's at the park being that he's a dual employee. He states the board should approve the schedule.
 - Board Trustee agrees the board should approve the schedule.
 - Janet stated that due to burials that's being worked out because there's been a lot of Friday's where he's meant to be at the park and he's working at the cemetery.
 - Board Clerk Beatriz discussed the schedule changes in Daniel's day off because a burial occurred then. Also stated that if Daniel is needed that needs to be communicated.
 - Burial and mortuary communication has still played an issue in this matter.

- Board Trustee Raul Rodriguez inquired about a discussion or whether a motion was needed on this matter.

C. Public Comments

- No public comments were made on this item.

D. Final Comments & Questions

- David stated that he didn't have a problem with the schedule sent to him.
- Janet stated Johnny wanted to lock the gates at one time – in terms of hours this was brought up. If the board was interested in that. This would be the big gates at night.
- Johnny stated a lot of things were being broken.
- The board stated if he feels he needs to close it that it's to his discretion.

E. Motion Adopted: Yes

Motion by: Board Trustee Raul Rodriguez made a motion to approve Jonny's schedule with the fact he may work over time if he needs to, as long as he informs the board President. **Seconded by:** Board Trustee Clara Valdivia seconded the motion.

F. Motion: The board unanimously carried the motion stating "aye" when prompted

- Consider hiring an assistant manager that will work for both Districts.

A. Item presented by David Kong.

- David stated that in the past there was a position for an assistant manager. We were going to wait until the managers got settled in to see if we needed an assistant manager.
- Board Trustee Raul Rodriguez added in that we did make an offer to an individual for assistant manager. The person didn't accept it. This leaves us with a cemetery manager, park manager, and a groundskeeper.

B. Board Comments & Questions

- Board Trustee James Thorp asked for clarification on the assistant manager and who they answer to. He wants to make sure they answer to the managers and not the board behind the management's back. Essentially states it's hiring of another person and giving them a title.
- Board Trustee Raul Rodriguez suggested that the individual would work in both places and be able to bury people, but also manage the park, and help with various projects. We need extra help and that's his opinion.
- Board Clerk Beatriz stated that her opinion is to hire an employee dedicated to the cemetery and the park.
- Janet states a lot of projects get set back, so in the cemetery in particular that it's a good idea.
- Board Trustee Jim Thorp asks about it being a full time employee. Also stated that the district leans a lot of work alternative program workers to help. A majority of them come on the weekend however. Stated an assistant manager would be a groundskeeper as well.
- Board Trustee Raul suggested that it would be a groundskeeper or an assistant manager and it's a big step forward in the district. Stated Janet should work on some job descriptions and bring it back to the board.

- Board Chair David suggested we look at this more closely, but clarified that originally there was no assistant manager position discussed for the cemetery district.

C. Public Comments

- A member of the public asked about how many employee's the board has and suggested that instead of an assistant manager hiring an employee.
- Another individual stated that there's a lot of management titles being thrown around and see's money.
- Suggested getting workers in there to help – a regular position.

D. Final Comments & Questions

- No further comments were made.

- 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.

- Stated that occasionally a board member or Janet will contact the lawyer. The reason that there was an issue was in place is because previous council would send e-mails and they'd bill us for the interaction. Stated thankfully we have Brian and he's more flexible on the matter. He would like for the board to call him; and that's how he feels.

B. Board Comments & Questions

- Board Trustee Clara Valdivia asked for clarification on whether she needs to give David a reason. Went into example and ultimately was concerned if she has a personal issue, if that was in fact the case. He also stated there was no issue in regards to the attorney.
- Board Trustee Raul Rodriguez stated that a heads up to David to lack repetition, issue, or charges.
- Raul stated that he thinks David should be the point of contact and that he was uncomfortable if Janet was the point of contact because she was not a board member.
- Brian Hughes stated that he does not charge for phone calls, but if they need a job completed or work for him to do that he does in fact charge. Brian stated if there was confidential information he would not disclose to other board members. The general policy on his end is whoever the board would like for him to talk to. Stated that he needs to speak to Janet she's incredibly vital in everything moving along, and is confident she could be a secure point of contact. She manages things well. Having one or two people as point of contact is usually best. If someone needs to reach out that's fine. Employees can reach out if they feel they can't speak to the board or someone above them if there's employment issues.
- Brian admitted he regularly talks to managers and it's rare that he has a single board member as a point of contact. Reminded the board that Janet does the back end work for the districts, and if she has questions about legalities she just needs to call. Used the agenda as an example. Needs to have the flexibility. She's running the back end of everything.

- Board Clerk Beatriz Diaz asked if there should be a motion or policy established for Janet to be a point of contact with allowing the board to reach out for comments or concerns.
- C. Public Comments.
 - No public comments were made on the motion.
- D. Final Comments & Questions
 - No further comments were made on the motion.
- E. **Motion Adopted: Yes**

Motion by: Board Trustee Raul Rodriguez made a motion to establish David Kong and Janet Thorp as points of contact for the lawyer, and authorize Janet to call the lawyer as necessary. **Seconded by:** Board Clerk Beatriz Diaz seconded the motion.

Motion: The board carried the motion with an “aye” when prompted. Board Trustee James Thorp abstained.
- Establish rules and consequences regarding employee time cards.
 - A. Item presented by David Kong.
 - David stated there was an issue with signature issues on the time card.
 - B. Board Comments & Questions
 - Board Trustee Raul Rodriguez stated that the time sheet was not filled out by the employee and one was made on the computer. Stated Phyllis – payroll was confused.
 - Inquired about the time sheet policies and who fills them out.
 - Stated the employee should fill out the time sheets on their own and managers should sign off on it.
 - His recommendation is that the employee needs to be responsible for his own time sheet. If the time sheet is not filled in properly they’re not going to get paid.
 - Board Clerk Beatriz Diaz clarified that on the two-week time sheet the employee after receiving his check noticed that there was one week missing. The original was signed by both the employee and the manager. The original was clipped onto the revised time sheets.
 - Janet stated managers were filling out time cards to make sure that they were accurate within the scope of the works.
 - C. Public Comments
 - No public comments were made on this item.
 - D. Final Comments & Questions
 - No public comments were made on this item.
 - E. **Motion Adopted: Yes**

Motion by: Board Trustee Clara Validiva made a motion that each individual employee is to fill out their own time card. A manager is to sign off on it. If the time sheet is incorrect/incomplete payment may be delayed. **Seconded by:** Board Trustee Raul Rodriguez seconded the motion.

Motion: The board when prompted unanimously carried the motion with an “aye”.
- Establish process/rules to communicate with managers. Will managers speak directly to the board or project manager?

- A. Item presented by David Kong.
 - Board Trustee Raul Rodriguez clarified he was the board member that sent his item in. He wanted clarification on who he's meant to contact in terms of issues. Used plots as an example.
- B. Board Comments & Questions
 - Board Clara Valdivia stated we should speak to the managers if there's an issue. Rephrased that it should come from the board.
 - Board Trustee Raul Rodriguez was wondering if it was okay to address Janet or if they should be contacting the manager. He's reached out to Janet more than the manager. Stated that Janet has become a buffer.
 - Board Trustee James Thorp stated that he disagrees with any board member going to management because it's micromanaging. If there's a problem it should come from the board not just a singular board member. Stated it should come from the President/Chair.
- C. Public Comments
 - No public comments were made on this item.
- D. Final Comments & Questions
 - No more comments and questions were made on this item.
- E. **Motion Adopted:** No
- Discussion of Employee Handbook created by Brian Hughes (lawyer BBK Law)
 - A. Item presented by Janet Thorp.
 - Brian Hughes and Janet went over the employee handbook and it's completed pending notes and suggestions from the board. The handbook was sent out to each board member, and she stated that Brian and her could continue to work on it once some fill in the blanks were completed. This way the board could potentially pass it next meeting.
 - B. Board Comments & Questions
 - Brian stated it was a good summary. Suggested the board members read it and if there was any questions or concerns to send them over and give thoughts on the back end.
 - C. Public Comments
 - No public comment was made on this item.
 - D. Final Comments & Questions
 - Board Trustee Raul Rodriguez thanked Brian Hughes and Janet and states it's a big step forward.
 - E. **Motion Adopted:** No
- Discussion on what is management's responsibilities and what are the boards.
 - A. Item presented by Brian Hughes.
 - Board Chair David Kong stated that this is a conversation he might have had at a convention a couple months back. The Districts are in a place of transition and maybe the best management was not in place, and board members were filling in a lot of the holes that needed to be filled in. A lot of the work was done by the board during day to day. Stated their building up the District and that's really good. He wants the board to think about how

to start transitioning their oversight to and onto the managers. What that means is: *“You hire one or two people that you oversee as the board. You talk directly to them. Anybody below them, you don’t talk to them, you don’t direct them, you don’t do anything. If you have a District Manager, you speak directly to them. If there’s employee’s below them and issues you speak to the District Manager, and ask them to do their job. Their job is to educate them. As Board Members your main and critical point to remember is that your job is to attend these monthly meetings and be board members during these meetings. That’s basically it. The ultimate goal is to come to the meetings, attend, listen, discuss, and go home. Other than homework you don’t have to do anything. Your job is done for the month. You know that you put powers in place with a good District Manager until you meet again.”*

- Why that’s the ultimate goal: You avoid liability, micromanaging, and conflicting opinions and directions of multiple people. All the conversations to be had with management and employees should be at the meeting. It’s the only place that everyone could truly speak as a board. There really shouldn’t be any conversations outside of with the President.
- However a board member could be assigned to a special project. If they have a job to do – it’s an assigned job.
- Ultimately at the end of the day the separation between the board members and the district manager and district employees is that of clarity and transparency. The board should know what they need to do – which is attend meetings. Anything beyond that it should be very much assigned to you.

B. Board Comments & Questions

- Board Chair David Kong stated that he’s passing around information on the training. The board’s never had a training together. Maybe it’s something that could be discussed to promote board cohesion. He doesn’t want to micromanage any more than he has to. He spends the most time on this board.
- Board Trustee Raul Rodriguez thanked Brian. Stated the biggest challenge is in the past. There were employees that were out and have left. Also goes on to say that the toughest part is over. Remembers someone saying *“You set policy, that’s all you do and you let your employee’s execute the policy.”* Thinks the board should review and consider what area’s they may need the training on/in.

C. Public Comments

- No public comment was made on this item.

D. Final Comments & Questions

- Brian finalizes by stating that this is why he mentioned the board was transitioning and for the board to continue slowly backing away.

E. Motion Adopted: No

- Discussion/presentation on the Cemetery Convention in Grass Valley attended by Board Chair David Kong.
 - A.** Item presented by David Kong.

- David printed out information about the convention he went to in Grass Valley. He wanted to acknowledge that Brian won an award for helping out the PCA Board.
- Highlighted Brian did a couple trainings. One of which was on policy writing and reclaiming graves – the legal procedure.
- David sent an e-mail copy with slides to see what was talked about.

B. Board Comments & Questions

- No more comments were made.

C. Public Comments

- No public comments were made.

D. Final Comments & Questions

- No more comments were made.

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

A. Board Comments & Questions

- Board Trustee inquired about California Department of Fee Administration. Wondered if that was sales tax and if we charge sales tax?

B. Public Comments & Questions

- No public comments were made on this item.

C. Final Comments & Questions

- No further comments were made on this item.

7. FINAL BOARD COMMENTS:

- Final 1 minute comments for the board & introduction of agenda items for September.
 - Board Trustee Raul Rodriguez states this meeting has exceeded two hours now, a lot of these items are repeats for the next meeting, so we should get through the meeting fairly quickly.