

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

**CALL TO ORDER:**

**TIME: 6:03PM**

**Adjourned: 7:57PM**

**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:**

- ✓ Jerry Mares brought to the board’s attention that there was an issue that arose with his sister’s Rosie Telles’s grave. The pole next to his sister’s grave was broken in half one day when he was visiting. He went back the next day and it was gone. The pole had been there to protect the corner of the grave. It had been there since before his sister was buried. He informed the board that the grass was now dying in that corner after the pole was purposefully removed; in his opinion. He also suggested there might have been some sort of chemical sprayed. He also informed the board that there are tire tracks on the grass. As he was taking a picture, a man started yelling, and asked if he could talk to Mister Mares. He communicated that he was informed him that 3 feet would be taken from the lawn. Upon asking he introduced himself as the new supervisor of the cemetery (Jesus Tovar). He also said that the interim manager expressed there was going to be a lot of changes made. He went on to state that the reason that 3ft was going to be taken from the grave was due to trucks not being able to travel through the path – to extend the road. He went on to explain that Jesus communicated a series of changes that would be made: gravel, pavement, and light posts to name a few. He went on to state that he was informed if he didn’t like the changes that he could speak to a board member. He called board member Bea Diaz, for further explanation without notification of family members. He goes on to state she communicated the board had approved of it and that was that. He then sent her the before and after pictures, and expresses that board member Diaz, did not care to understand his concerns. Bea also explained the same changes Jesus made pertaining to his projects. Bea then stated if there was further issue to call Chris Lopez, so his family did. Mares goes on to state when Manuel was there grass was green and there was no issues. He also reiterates the point of the grass dying and states it began to occur when the interim manager took over. Previous to the new supervision, Mares says there was no problems with vehicles coming in and out of that path. He also informed the board he helped Manuel lay the grass on his sister’s plot-site. Jerry went on to communicate that there was no board member that approached or came out to explain the dimensions of the plot were too big and needed to be made smaller (no notification of the dimensions at all). He continued to make the board aware he went out to measure various plots and there are different dimensions for a majority of them. He further suggests that there are politics and false narratives being created in the matter of taking 3 feet from his sister’s grave and it’s highly insensitive. Indicates that it is Bea Diaz and interim manager Jesus Tovar, while Manuel is away with his illness and getting surgery. He finalizes his comments by asking the board to not allow this to happen.
- ✓ Louis Telles brought pictures to the board of his mother’s plot and the road. States the road was widened unnecessarily. He lost his Mom in 2011. Says there was grass to the right of her near Los Ositos. He expresses he’s a lifelong resident and it hurts/a hardship when he goes to the gravesite. He wants the board to put back the grass and give her back her space. He states it’s recent.

- ✓ Dorthy Telles Jones communicated that earlier this year she wanted to get a bench to place next to her mother. Manuel informed her that was not going to be possible. He informed her it was because the church was not going to give land to the cemetery, so that road on the side was going to be more plots. She wants to know the purpose of the pole being removed if that road is not going to exist. States the interim manager has a big truck. She does know if it's him or someone else. States it's hurting them. Informs that JT was measuring by using his feet. Explains that this was approved by the board and says it was board member Bea Diaz.
- ✓ Another member of the public stated that it's emotional. They are not done grieving. During this time of year especially. Asked for the board to please leave the 3 feet of the gravesite alone. Did not state hear her state her name.
- ✓ Board member Jim informed the public there was a misunderstanding there was no approval of this matter and no motion made.
- ✓ Another member of the public expressed that Jesus stop driving out there and running over the grave. The cement will give out.
- ✓ Board member Jim suggested we can relocate the porta-potty.
- ✓ Board member Bea Diaz said that there was a misunderstanding. She informed the public that it was 4 by 8 because that's the standard size. The statement was approved. She let everyone know she can't approve anything on her own. It needs to be on the agenda.
- ✓ Rachel Ortiz, asked if there was a spokesperson and wants to know if they could ask any answer any of the questions. Clara expressed people need to come to the board meeting. David said that the public could contact him.
- ✓ Raul says we can talk to the public – but no decisions can be made without being made without taking any questions or concerns to the board as a whole. He says we're not going to take 3 feet from a plot or take any action. Brought up the negotiations with the church for the process of buying 2 more acres for the cemetery. Let the public know that we're digitizing our cemetery. Really making an effort to make it all accurate.
- ✓ Stephanie Garcia stated that the board should not whisper among them, so the public doesn't have to wonder what is being stated.
- ✓ Nicholas Garcia a delivery driver made a public comment that if they damage property they driver gets fired. We don't get the compensation when it comes to the issues being brought up.
- ✓ Eduardo Martinez heard that the board is not going to allowed things to be put on the cemetery plots. Rules have changed over time, but he wants to prevent that from happening. Wants the cemetery to look beautiful.
- ✓ Board member stated that this started on social media and it's very untrue that the board has not made any decision based on that.
- ✓ Jesse stated we have one of the best cemeteries and we're doing a good job.
- ✓ Another member of the public made comments in Spanish pertaining to a plot have Maricela Morga, and her headstone.
- ✓ A family member of Beatrice Armador communicated at she was not allowed to purchase the plot next to her husband. The board informed her that was in fact allowed and they'd look into her. Stated the plot was very small and she would not fit there.
- ✓ Dorthy Telles stated that interim manager they didn't want anything on the graves but flowers. People love to put things on the graves.
- ✓ Project manager Janet brought up the subcommittee reviewing policies.

## 2. Approval of Minutes for November 18, 2024

Motion: Board member Jim Thorp made a motion to approve the minutes. Seconded: David Kong seconded the motion. The board unanimously approved the motion.

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

A. The report will be presented by Jesus Tovar.

- ✓ Jesus states he goes out and checks both cemeteries every morning. Looks for issues like broken water lines. Anything broken (glass). Asks volunteers to take away dry stuff.
- ✓ States that he's organizing the workers being used every day. Working through Santa Cruz county probation. Says working with them they're getting ahead.
- ✓ States there is a lot garbage.
- ✓ Very focused on infrastructure and the irrigation system needing to be fixed.
- ✓ JT's been working on inventory and got the maps and has been putting them by blocks and section in the office and working with Janet. He's going name by name by every grave.
- ✓ States stones are crooked.
- ✓ Wants the board to meet with United Way and see what they have to offer.
- ✓ Brought up an issue of someone attempting to break into the shop. It was reported and Jesus put up spotlights.
- ✓ Inherited a lot of work and will provide with a list of things we need.
- ✓ Also has an accomplishment report.

**B. The board will comment and or ask any questions on report.**

- ✓ Board member Raul suggested the board adopts a policy on a time frame for installation when the cemetery manager receives a headstone.
- ✓ Clara asked about how many burials were made.
- ✓ Bea commented that the office looks awesome. Likes that every single plot is in the right place. Wants to make sure the public comes to the office and feels comfortable.
- ✓ JT went on to comment that he takes full responsibility of the issues coming up. He was hyper focused on the work load and not the suffering but recognizes the grieving process and apologizes.
- ✓ Bea brings back up the restrooms. JT states that leaving it open all day and wants the restroom be for the employees, personal helping, and events.
- ✓ David suggests the public requests use of the restroom instead of leaving it unlocked all the time.

**C. The board will turn the floor over to any public comment(s). *3 minutes per person.***

- ✓ Dorthy was curious about the restroom being open for the public. States that they don't know the number to the interim manager.
- ✓ Board member Bea let the public know the number is on the board where the agenda is usually posted.

**D. The board will finalize their comments and questions. The park manager's report is over.**

- ✓ No further comments or questions were made on this report.

**E. The report discussion is closed.**

**4. GREENFIELD PROJECT MANAGER JANET THORP'S REPORT:**

**A. The report will be presented by Janet Thorp.**

- ✓ Sara Vance from cemsites did her monthly check in. Informed the board that she was made aware the software is still working well. Did first half of Block B in reserves. Showed some of the board members the system being done, and let the board know she'd be more than happy to give further demonstration if any board member wanted to see the progression/process.
- ✓ Updated google address to the Greenfield Cemetery.
- ✓ Informed the board that the subcommittee – David, Clara, and she met to work on policies.
- ✓ Researched policies and a local manager to better understand maintenance.
- ✓ Reached out to the lawyer about a pre-need purchase call that the interim manage Jesus Tovar received. The lawyer stated we do need to honor all purchases at time of sale.
- ✓ Updated the board on the website traffic.

**B. The board will comment and or ask any questions on report.**

- ✓ David brought up the \$500.00 someone brought up was inquiring about. He was informed that it was attached to the agenda.
- C. The board will turn the floor over to any public comment(s). *3 minutes per person (per above)*.
  - ✓ No public comment was made on this report.
- D. The board will finalize their comments and questions. The project manager's report is over.
  - ✓ No further comments or questions were made on this report.
- 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.
    - ✓ The first quarter fiscal year has ended. The board has got all the information. Jim wanted to compare actual costs to budgeted costs. He informed the board the cemetery district was 18% below budgeted. Two categories were above budget: 1/3 of the budget was used. The other category is outside services. The board has used half of the budgeted numbers. Does not know what the outside services were. States it could possibly Raul Sanchez's help with burials.
  - B. The board will comment and or ask any questions on report.
    - ✓ Raul Rodriguez states that they're down \$7,000.00 if he understood correctly. Jim states that number could be deceiving because property taxes aren't in yet as far as income. Expenses are down.
  - C. The board will turn the floor over to any public comment(s). *3 minutes per person (per above)*.
    - ✓ No public comment was made on this item.
  - D. The board will finalize their comments and questions.
    - ✓ David brought up that Jesus brought up bringing in a different watering/irrigation system. Jesus wants to put in a flood irrigating system. States the wind blows the water away. Says it'd help and save a lot of money on water.
  - 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.
    - ✓ Raul Rodriguez states that the board does not have disability for the employee's nor do they participate in disability. Contacted our local insurance/liability company and they were going to get Raul more information on how much it'd cost. Suggests sharing cost with employee. Discuss at next month's meeting.
  - B. The board will comment and or ask any questions on report.
    - ✓ No further comment or questions were made on this item.
  - C. The board will turn the floor over to any public comment(s). *3 minutes per person (per above)*.
    - ✓ Rachel Ortiz states that she thinks STI and or disability is mandatory.
  - D. The board will finalize their comments and question.
    - ✓ The board contacted the lawyer and it's to the current understanding that it's not mandatory.
  - 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.
    - ✓ David highly encourages everyone to fill out for the scholarship. He states it's a great opportunity. Project manager Janet Thorp states the deadline for the scholarship application is January 17<sup>th</sup>, 2024. Raul Rodriguez encourages everyone to go.

- B. The board will comment and or ask any questions on report.
    - ✓ No further comments or questions were made.
  - C. The board will turn the floor over to any public comment(s). *3 minutes per person (per above)*.
    - ✓ No public comment was made on this item.
  - D. The board will finalize their comments and questions.
    - ✓ No further comments or questions were made on this time.
  - 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 20<sup>th</sup>, 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.
      - ✓ Board member Jim Thorp states according to the by-laws we need to review the presidency and think about the election for the January meeting. It has to be done every two years.
    - B. The board will comment and or ask any questions on report
      - ✓ No further comments or questions were made on this item.
    - C. The board will turn the floor over to any public comment(s). *3 minutes per person (per above)*.
      - ✓ Cynthia asked if it was a rotation or what the statement in the by-laws said. Was informed it was every 2 years.
    - D. The board will finalize their comments and questions.
      - ✓ No further comments or questions were made on this item.
    - 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.
    - ✓ Read the following suggestions the subcommittee of David Kong, Clara Valdivia, and Janet Thorp created to present to the board:
      - Plot Size Policy**

An interment plot in the Greenfield Cemetery and Oak Park Cemetery size has been established as 8 x 4 and includes the following:

      - Single vaults: may only contain 1 casket and 2 cremains.
      - Double vaults: may only contain 2 caskets and 2 cremains.

A cremains interment plot has been established as 4 x 4 and includes the following:

      - Single vaults: may only contain up to 1 cremation.
      - Double vaults: may only contain up to 2 cremains.

### **Plot Information Policy**

The owner of the plot and the next of kin are the individuals that will be able to access the information provided to the Greenfield Cemetery per request upon showing identification by visiting management. No information will be provided over the phone unless the receipt number is provided and permission has been granted by owner of the plot or next of kin. The exception to this

policy would be if a formal request has been submitted by a notary or lawyer is provided to the district. Furthermore only designated cemetery employees and board of trustees are able to view and access this information for clerical purposes and said requests.

### Gravemarkers/Headstone Policy

No monuments are to be installed that are other than flatmarker-type headstone and must be 12 x 24 inches for a single lot and 16 x 28 inches for a double lot. Other marker-types: upright-and-pillow-types will only be permitted in the old section of the cemetery upon request. All markers must be approved by cemetery management prior to ordering the gravemarker or headstone.

### Resident/Non-Resident Policy

The Greenfield Cemetery District recognizes a resident in our jurisdiction is someone that pays taxes and resides within Greenfield. Furthermore we request that one provides a utility bill or some form of proof that they are a resident of the town. Lifelong residents that may have moved away may be considered on a case-by-case basis in terms of their residency status.

As an extension a family member of a resident is permitted to a plot of interment as a non-resident as long as their family member still resides within the city of Greenfield. Any and all further requests may be brought in front of the board of trustees at our meetings or a special meeting if necessary in accordance to the necessity in terms of the case-by-case basis.

Did reach out to the lawyer and suggest we do approve policies as read. Brian wants to be involved further.

**B.** The board will comment and or ask any questions on report.

- ✓ Board member Jim Thorp asked if these were recommendations of the subcommittee.
- ✓ Raul asked about the marker types.
- ✓ Project manager Janet Thorp states the flat-marker policy was what was already on the board at the cemetery. She just added location specific to upright and pillow headstones as the old section of the cemetery.

**C.** The board will turn the floor over to any public comment(s). *3 minutes per person (per above).*

- ✓ Stephanie inquired about a packet when it comes to reviewing the material discussed at the meeting. Project manager informed her that the policies were just finalized earlier that day with her and the lawyer. She asked the policy pertaining to information at the end be re-read. The project manager re-read the policy and she commented as follows: She thanked the board that it was extremely responsive to the concerns brought to the board last meeting.

**D.** The board will finalize their comments and questions.

- ✓ Raul suggested we review the plot size policies. He would like to measure the plot sizes. The newer section are bigger. Figures it may be an issue in the future.
- ✓ JT mentioned that we need to line and square all the headstones. Jesus wants to move headstones so everything is lined up. The problem is that things are proportioned.
- ✓ Board member Jim Thorp made the comment that headstones shouldn't be moved without contacting a family member and notified.

**E.** The board will vote on gravemarker policy established by the subcommittee:

Motion: The board decided to unanimously to table this policy until measurements were made and re-review.

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

Motion: Board member Raul made a motion to pass the resident and non-resident policy as suggested by the cemetery subcommittee be adopted as written. Seconded by: Board member Clara Valdivia.

Vote: The motion was carried and passed by the votes of all five board members unanimously.

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

Motion: Board member Jim made a motion we adopt the flat-marker policy as suggested by the cemetery subcommittee as written. Seconded by: Board member Raul.

Vote: AIF: Jim and Raul, Any Objections: Clara, David, and Bea Any Abstentions: No abstentions.

- ✓ The policy as written and suggested by the subcommittee was not passed. Therefore the current policy will remain as the flat-marker policy.

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

Motion: Board member Raul made a motion that the informational policy as suggested by the cemetery subcommittee be adopted as written. Seconded by: Board member Jim.

Vote: The motion was carried and passed by the votes of all five board members unanimously.

- 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.
    - ✓ Jesus Tovar states that the gravel that the cemetery district has was spread. States we need gravel for the rest of the cemetery. Currently he's requesting for the Greenfield Cemetery to start with.
  - B. The board will comment and or ask any questions on report
    - ✓ Board Raul Rodriguez suggests in the future that only handicap people park their vehicles in cemetery because parking becomes a real issue.
    - ✓ David asked if there was any other material that would work for the cemetery.
    - ✓ Jim states he may be able to get the gravel donated from San Benito supply. Emphasizes possibly.
    - ✓ JT is supposed to get how many yards that he needs to Jim.
  - C. The board will turn the floor over to any public comment(s). *3 minutes per person (per above)*.
    - ✓ No public comment was made on this item.
  - D. The board will finalize their comments and questions.
    - ✓ No further comments or questions were made on this item.
  - E. The board will vote on the purchasing of gravel for the winter season of 2024-2025 presented:
    - Motion: Board member Jim made a motion that the board gravel the cemetery. Seconded by: Board member Clara.
    - Vote: The motion was carried and passed by the votes of all five board members unanimously.
- 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.
    - ✓ The appraisal was \$650,000.00. Raul spoke to Martin who was representing the district. A friend verified that the appraisal was legit and accurate. However, he expressed that they were appraising the land as commercial. States it's a result that the church has got interest from Walmart. He does not have a number, but thinks it'll cost around \$5,000.00. An appraisal may not go a long way in convincing them to bring the price down.
  - B. The board will comment and or ask any questions on report.
    - ✓ Jim states we can't pay above appraisal. Jim suggests finding out the zoning.
    - ✓ Jim states if we're serious we need to get prices for appraisal.
  - C. The board will turn the floor over to any public comment(s). *3 minutes per person (per above)*.
    - ✓ Sonia suggests that the district gets an appraisal to get the real price of the land.
  - D. The board will finalize their comments and questions.
    - ✓ David says we'll move ahead.
  - E. The board will vote on information presented about the appraisal and potentially getting the Holy Trinity lot accessed:
    - Motion: The board decided to table until get appraisal prices.

Vote: **No vote was made on this item.**

- 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.
    - ✓ **David had a meeting at the bank. The district is unable to get the card because we're a public entity.**
  - B. The board will comment and or ask any questions on report
    - ✓ **Jesus Tovar mentioned getting a commercial account with Lowe's to save money.**
  - C. The board will turn the floor over to any public comment(s). *3 minutes per person (per above).*
    - ✓ **No public comment was made on this item.**
  - D. The board will finalize their comments and questions.
    - ✓ **No further comments or questions were made on this time.**
  - E. The board will vote on the Wells Fargo credit and information presented:  
Motion: **Unavailable because we're a public entity so no motion is necessary.**  
Vote: **No motion is viable on this item.**

- 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 3<sup>rd</sup> Monday of the month according the by-laws adopted on May 20<sup>th</sup>, 2024.
  - A. The informational item will be presented by Janet Thorp.
    - ✓ **Informed the board that we need a designated time for the cemetery meeting.**
    - ✓ **Informed the board the by-laws need to be updated pertaining to location.**
  - B. The board will comment and or ask any questions on report
    - ✓ **Board member Raul suggested that the cemetery meeting be first at 6:00 PM.**
  - C. The board will turn the floor over to any public comment(s). *3 minutes per person (per above).*
    - ✓ **No public comment was made on this item.**
  - D. The board will finalize their comments and questions.
    - ✓ **No further comments or questions were made on this item.**
  - 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 20<sup>th</sup>, 2024; (if passed the by-laws will be modified and displayed on the website):  
Motion: **Clara made a motion that we establish that the cemetery district meetings start at 6:00 PM and the location be changed to the Greenfield Lions Hall unless otherwise posted to modify our by-laws.**  
Second by: **Jim.**  
Vote: **The motion was carried and passed by the votes of all five board members unanimously.**

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

- A. The board will make any comments or questions.
  - ✓ **The board likes that it's included.**
- B. The board will turn the floor over to any public comment(s). *3 minutes per person (per above).*
  - ✓ **Rachel Ortiz asked about the payroll. The board informed that it was bi-weekly and asked for actual pay.**
- 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 20<sup>th</sup>, meeting.
  - A. The board will make their final comments.
    - ✓ Raul Rodriguez commented that our role is to listen to the community. Sometimes the board has to make decision that aren't popular, but the district is happy to work with the community and are accommodating. They're doing their best.
    - ✓ Jesus informed the board that there is a mole/golfer problem. Makes things harder to clean and maintain.
    - ✓ Jim asked the public if it would be okay if the board goes in closed session for both districts.
  - B. The board will turn the floor over to any public comment(s). *3 minutes per person (per above)*.
    - ✓ Rachel Ortiz asked if we had this posted at the cemetery.
  - 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 18<sup>th</sup>'s meeting.
  - ✓ There was nothing to report per this discussion and no action taken.
- The board will discuss the possibility of an employee appreciation gift for the end of the year/holiday season.
  - ✓ The board discussed and approved giving each employee a \$100.00 bonus.
  - ✓ Jesus Tovar and Janet Thorp will get \$50.00 from each district.

#### **9. OPEN SESSION BACK UP IF DEEMED NECESSARY.**

- ✓ The board opened the meeting back up for comment. There was none so the meeting was adjourned.