GREENFEILD CEMETERY DISTRICT
REGULAR MEETING
MONDAY JULY 21ST 2025
5:30 PM @ 618 APPLE AVE (LIONS HALL) GREENFIELD, CA 93927
& SIERRA GRAND RESORT 2500 E. 2ND ST, RENO, NV, 89595

CALL TO ORDER: **TIME: 5:30 PM** **Adjourned: 6:38 PM**

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

- ✓ All board members were in attendance stating "here" when their names were called. David Kong, attended via zoom – and the agenda was posted outside of his hotel room in Reno Nevada.

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:**

- ✓ Louis Villagomez asked about the sizes of the marker. Anival Mireles stated the single size is (24 by 16). Janet stated the size of the double markers were (28 by 20). The member of the public was inquiring about a double plot grave. One is on top and the other would be on the bottom. There's no official policy. Board Trustee Clara Valdivia and board trustee Raul Rodriguez stated they have seen stones like this in the past. Board Trustee stated the most important part is we give them the size. He also inquired about tile.

2. **Approval of Minutes for July 16th, 2025.**

Motion by: Board Trustee Raul Rodriguez made a motion to approve the minutes from the month of June. Second by: Board Trustee James Thorp seconded the motion.
Motion: The motion was unanimously carried when prompted for a vote with all board members stating "aye"

3. **ADMIN ASSISTANT + PROJECT MANAGER REPORT JANET THORP:**

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

- ✓ The total views on the website as of the current date were 6,230. It was stated views are primarily looking at the calendar.
- ✓ The cemsites project is a continuous process with accounts being merged, reviewed, and added to Block C.
- ✓ Last month a headstone in Block B was brought to the board's attention. Anival Mireles had brought it to the project manager's attention. Pictures were provided by new manager Johnny Mata. Previously the endowment fee was brought up. The lawyer Brian Hughes made Janet aware the principal of the endowment fee cannot be touched, but if the board so chooses the interest of the endowment fee could be used to make this repair. The headstone dates back to 1961.
- ✓ While working in the cemetery a member of the community approached Janet and made her aware of a headstone in Block B that is also cracking, and they stated it was due to a tree previously being there and it cracked the marker. They wanted me to bring it the board to see if there's interest in repairing the marker.
- ✓ Started inventory mapping of the back block K.
- ✓ E-mailed Phil Woodyard and Robert Eddington to let them know there is a new cemetery manager and that he would be calling them to get acquainted with them soon, as the transition process has

already started. Made the suggestion to Johnny that he wait to call them on his new number so they know where he can be reached.

- ✓ Anival and I sat down and made a list of things that go on at the cemetery that would make the transition easier. The process has already taken place with training.
- ✓ Per our June 27th meeting Janet called Johnny Mata with the offer from the board for the management position at the cemetery along with his pay information. He accepted and agreed to start on the 15th of July.
- ✓ On July 9th, Johnny and Janet went to transition the work alternative program into his name under his supervision.
- ✓ On July 18th, David, Johnny, and Janet went to Wells Fargo to get him a debit card. There was a small hiccup with the transition, but the new appointment will happen soon along with some board executive transitions that need to go on to the agenda. Janet got a card for the time being.
- ✓ Last but not least Anival and Daniel were thanked for their good team work and Janet welcomed Johnny to the Cemetery District.
- ✓ United Way doesn't currently have any individuals for the district, but stated as soon as she has someone they'll contact us.
- ✓ The cemetery gas card was being used by the park as well, so they board needed to make a decision on how to split the gas bill.
- ✓ Would the board be interested in having someone 13 years of age? Officer Rocha called Anival and asked if they could do their hours with the cemetery. There's a waiver signed for probation over 18.

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

- ✓ Board Trustee Raul Rodriguez stated that he does not remember if there was a board policy in terms of making repairs and was happy with images being provided.
- ✓ Janet stated it was an upright headstone. Brian stated it was to the board's discretion. It was an upright headstone and the headstone dated back to 1961.
- ✓ It helps the board understand the issue with upright headstone.
- ✓ Trustee Raul suggested a possible repair for Johnny – a simple repair. He also stated that it not be placed back upright. The difficult part is that the board would need to ask permission.
- ✓ Johnny thought the stone was granite.
- ✓ Trustee Jim suggested talking to Phil or Robert to see if there was an epoxy for repairs.
- ✓ Trustee Jim stated minors can't work for the cemetery if there is no work permit.
- ✓ Trustee Raul stated that the department has probably done all the work in terms of a permit. It would need to be presented before the district and staff would accept a minor.
- ✓ Trustee Raul recommended a waiver if a high schooler or minor is working/volunteering at the cemetery. Stated no community workers be used for now until a waiver is designed.
- ✓ Trustee Jim stated there's only certain hours that they could work.
- ✓ Trustee Raul stated let's see what the work permit states before using a minor.

C. The board will turn the floor over to any public comment(s); one comment/response per individual.

- ✓ No public comments were made on this report

D. The board will finalize their comments and questions.

- ✓ No further comments were made on this report.

4. <u>MANAGER REPORT ANIVAL MIRELES + JOHNNY MATA:</u>

A. The oral report will be presented by Anival Mireles with additions from Johnny Mata (new cemetery manager).

- ✓ The Greenfield Cemetery District has had a total of 1 ash burial, 5 full body burials, and 1 full body transfer, and 3 headstones were laid since last meeting (with Johnny).

- ✓ The work alternative program has been a big help especially with so many burials requested around the same time.
- ✓ Anival thought it was important that Johnny take the work alternative program class, so he brought it up to David.
- ✓ There's been a small issue with the 5 day payment and informing policy. The policy states that people need to pay and let the staff know 5 day in advanced. Also, is it 5 days in general or 5 business days? It was a question asked, so he brought it to the board.
- ✓ The issue has been that the mortuary has been assigning the date.
- ✓ Johnny states that there was a lot of good pointers with watering, schedules, hours, and Anival has been giving him space as well to learn his system.
- ✓ He was curious about the tools and provided a list to the board and provided them a quote of an edger.

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

- ✓ Board Trustee Raul Rodriguez stated he thinks it should be 5 business days before the burial.
- ✓ The board stated that mortuary needs to call and confirm. It needs to be up to the staff. The board stated that Johnny should take care of that. The board needs to refer them back to the mortuary with the mistake of dates.
- ✓ Trustee Raul stated that we make a list of the equipment of what the cemetery district has – an inventory list.

C. The board will turn the floor over to any public comment(s); one comment/response per individual.

- ✓ No public comments were made on this report.

D. The board will finalize their comments and questions.

- ✓ Trustee Raul asked how many headstones we were behind – Johnny stated 2.
- ✓ Previous managers brought own tools, but Trustee Raul stated the importance of maintaining a list of what the district owns so there's no confusion.

5. <u>GREENFIELD CEMETERY DISTRICT BUSINESS ITEMS:</u>

- The board will discuss Greenfield Cemetery District equipment and potential purchases.

A. The item will be presented by James Thorp.

- ✓ Board Trustee Jim Thorp stated he wanted to mainly talk about the excavator. The sales rep called him and asked if the equipment can be displayed at the Paso Fair. Trustee Jim stated that there was no credit app that had been submitted as of yet, and the rep said as far as he's concerned it's the boards. If they need it they'll bring it to us. He brought up the price and the credit app. In his opinion he thinks that the board should put money down, so the monthly price goes down. He asked if it was voted on last meeting. The new fiscal year started July 1st.

B. The board will comment or ask any question the item.

- ✓ Board Trustee Raul Rodriguez stated that the budget/balance should be seen first before making the purchase.

C. The board will turn the floor over to any public comment(s); one comment/response per individual.

- ✓ There was no public comment made on this item.

D. The board will finalize their comments and questions and if a motion needs to be adopted the motion and vote will be reflected in the July 21st 2025 minutes as stated.

- ✓ Board Trustee inquired about the equipment list/tool list and if they needed to approve it.
- ✓ Board Trustee Raul stated that the equipment can be made at Home Depot and he could be reimbursed, but also that A&D would be a good place to get a credit account/charge account with.

Motion Adopted: Yes
Motion by: Board Trustee Clara Valdivia made a motion to purchase the new excavator pending that the balance is sufficient for the Greenfield Cemetery District. **Seconded by**: Board Clerk Beatriz Diaz seconded the motion.
Motion: The motion was unanimously carried with each board member stating "aye" when prompted for their vote.

- The board will discuss getting Johnny Mata – set up with a new phone and with training.

A. The item will be presented by Janet Thorp.
- ✓ Johnny needs a phone so he can be contacted by the public and the mortuary. Asked if the board would like to approve getting him a phone for this process/transition to take place. It can be tied to Anival's account (under the Greenfield Public Recreation District) to make the process simpler. Janet thought that the additional line may make it cheaper it may be 10-15 extra dollars; stated she thinks. The two districts could split the cost/reimburse one another when it comes time to the bills.
- ✓ In terms of the training Janet stated there was a list provided to the board that Anival and she came up with based on their experience working with the cemetery district. The board and potential trainee and board may add to it at their discretion.

B. The board will comment or ask any question the item.
- ✓ Board Trustee Jim Thorp asked if all three employee's with company phones couldn't be tied together.
- ✓ The board agrees it'd be cheaper and a good idea.

C. The board will turn the floor over to any public comment(s); one comment/response per individual.
- ✓ No public comments were made on this item.

D. The board will finalize their comments and questions and if a motion needs to be adopted the motion and vote will be reflected in the July 21st 2025 minutes as stated.
Motion Adopted: Yes
Motion by: Board Trustee Raul Rodriguez made a motion to get the cemetery manager Johnny Mata a phone. **Seconded by**: Board Trustee Jim Thorp seconded the motion.
- ✓ Board Trustee Clara Validivia made a motion to have Raul Sanchez on call for training and question purposes.
- ✓ Board Trustee Jim Thorp seconded the motion.

Motion: The motion was unanimously carried with each board member stating "aye" when prompted for their vote for the phone.

The motion was unanimously carried with each board member stating "aye" when prompted for their vote for training with the exemption of Raul Rodriguez who abstained from the voting process.

- The board will discuss a pillow headstone and enclosure – on a case-by-case basis previously addressed in the project manager's report in May.
  - **A.** The item will be presented by Janet Thorp.
    - ✓ The Gasca family asked if they could in the old section of the cemetery place a pillow headstone for their Aunt. They did not have a size in mind, so Janet stated they should stay within the realm of the flat marker for a single marker headstone which is 24 by 16. They were also wondering if they could enclose the space in terms of their settlement.
  - **B.** The board will comment or ask any question the item.
    - ✓ Board Trustee Raul Rodriguez stated that Johnny would have to access this space. The enclosure is pending the assessment.
    - ✓ Board Trustee Jim Thorp stated that it's not a part of the settlement agreement. The enclosure was tabled.
    - ✓ The board will need to come up with a policy.
  - **C.** The board will turn the floor over to any public comment(s); one comment/response per individual.
  - ✓ No public comments were made on this item.
    The board will finalize their comments and questions and if a motion needs to be adopted the motion and vote will be reflected in the July 21st 2025 minutes as stated.
  - **D.** The board will finalize their comments and questions and if a motion needs to be adopted the motion and vote will be reflected in the July 21st 2025 minutes as stated.
    Motion Adopted: Yes
    Motion by: Board Trustee Raul Rodriguez made a motion to approve the pillow headstone. **Seconded By:** Board Trustee Clara Validivia seconded the motion.
    Motion: The motion was passed.

- The Pacific Cemetery Alliance Annual Conference in Grass Valley, CA July 31st-August 1st, 2025. David Kong is attending; Johnny Mata might be interested in going.
  - **A.** The presentation will be presented by Janet Thorp.
    - ✓ Janet stated that Johnny Mata would be interested in attending the conference after a conversation with David. She requested the board consider a total of $347.65 that the board approved for David; for his travels, gas, and meals.
  - **B.** The board will comment or ask any question on presentation.
    - ✓ Board Trustee Raul Rodriguez stated he didn't want to discourage Johnny from attending a conference. He suggested that he wait some time to get further acquainted with the position to discover question. He has a lot to absorb locally. It'll be more helpful when he has more knowledge. If he really wants to go for a head start that's okay too.
    - ✓ Board Trustee Jim and Clara agreed with the sentiment that he needs more experience before attending the conference.
  - **C.** The board will turn the floor over to any public comment(s); one comment/response per individual.
    - ✓ No comments were made by the public on this item.

D. The board will finalize their comments and question and if a motion is made to be adopted it will be recorded as stated in the July 21st 2025 minutes.
Motion Adopted: No.

6. <u>PLEASE REFER TO CURRENT EXPENSE SHEET IS ATTACHED TO THE AGENDA.</u>

A. The board will make any comments or questions.
- ✓ Board Trustee asked about the gas bill.
- ✓ The biggest expense was the liners and everything else was pretty generic.

B. The board will turn the floor over to any public comment(s); one comment/response per individual.
- ✓ No public comment was made on this item.

C. The final recognition of the expenses will be acknowledged and the item will be closed.
- ✓ No further comments were made on this item.

7. <u>FINAL BOARD COMMENTS:</u>

- Each member of the board will take 1 minute to add in any final comments or agenda items for the August meeting.

A. The board will make their final comments.
- ✓ Board Trustee Raul Rodriguez suggested there be a maintenance log be kept on these trucks.