

**GREENFEILD CEMETERY DISTRICT
REGULAR MEETING
MONDAY SEPTEMBER 15TH, 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 August 18th, 2025.

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

3. ADMINISTRATIVE ASSISTANT + PROJECT MANAGER REPORT – JANET THORP:

- A. The oral report will be presented by Janet Thorp.
- B. Board Comments & Questions
- C. Public Comments
- D. Final Comments

4. MANAGER REPORT – JOHNNY MATA:

- A. The oral report will be presented by Johnny Mata.
- B. Board Comments & Questions
- C. Public Comments
- D. Final Comments

- The board will discuss the ash and full body plot policy, and amending to allow three ashes on a single or double body plot/vault.

- A. The item will be presented by Janet Thorp.
- B. Board Comments & Questions
- C. Public Comments
- D. Final Comments

Motion Adopted: Yes or No

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

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

- The board will discuss Greenfield Cemetery District equipment update on the excavator.

- A. The item will be presented by James Thorp.
- B. Board Comments & Questions
- C. Public Comments
- D. Final Comments

Motion Adopted: Yes or No

Motion by: _____ **Seconded by:** _____
AIF: _____, **Any Objections:** _____, **Any Abstentions:** _____

- The board will discuss the employee handbook and consider the possibility of adopting; pending additions from the board.
 - A. The item will be presented by Janet Thorp.
 - B. Board Comments & Questions
 - C. Public Comments
 - D. Final Comments

Motion Adopted: Yes or No

Motion by: _____ **Seconded by:** _____
AIF: _____, **Any Objections:** _____, **Any Abstentions:** _____

- The board will discuss the possibility of hiring help at the Cemetery – review description and title.
 - A. The item will be presented by Janet Thorp.
 - B. Board Comments & Questions
 - C. Public Comments
 - D. Final Comments

Motion Adopted: Yes or No

Motion by: _____ **Seconded by:** _____
AIF: _____, **Any Objections:** _____, **Any Abstentions:** _____

- The board will further discuss employee overtime amid board members concerns establish policy (employees & manager).
 - A. The item will be presented by David Kong.
 - B. Board Comments & Questions
 - C. Public Comments
 - D. Final Comments

Motion Adopted: Yes or No

Motion by: _____ **Seconded by:** _____
AIF: _____, **Any Objections:** _____, **Any Abstentions:** _____

- David attended the CSDA Conference in Monterey, CA on behalf of the District.
 - A. The item will be presented by David Kong.
 - B. Board Comments & Questions
 - C. Public Comments
 - D. Final Comments

Motion Adopted: Yes or No

Motion by: _____ **Seconded by:** _____
AIF: _____, **Any Objections:** _____, **Any Abstentions:** _____

5. FINAL BOARD COMMENTS:

- Each member of the board will take 1 minute to finalize comments and introduce items for October.

6. CLOSED SESSION:

- PUBLIC EMPLOYEE APPOINTMENT (Gov. Code section 54957(b)(1).) Title: General Manger (District), and Salary.

7. **THE BOARD WILL OPEN THE MEETING BACK UP AND REPORT WHAT HAPPENED IN CLOSED SESSION & MAKE ANY MOTIONS AS NECESSARY.**

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

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

NEXT REGULAR BOARD MEETING OCTOBER 20TH 2025

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