GREENFEILD CEMETERY DISTRICT
REGULAR MEETING MINUTES
MONDAY MARCH 17TH, 2025

CALL TO ORDER: **TIME:** 5:30 PM **Adjourned:** 6:27 PM

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

- All board members were present and verbally produced a "here" during roll call.

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 not already on the agenda and you want to make a public comment, please save your comment when the item comes up.

1. **Public comments:**
   - Gilbert Aguirre – Son buried in the Greenfield Cemetery. His concern is the size of the headstone. Double marker – the headstone is 28 by 16 and falls under measurements. The board needed clarification on sizes. Board member Raul stated his understanding is the double headstone is a double lot. Board member Jim says if the sizes are too big that the district does not want the responsibility of placing an oversized headstone.
   - David suggested meeting with Gilbert in person at the cemetery.
   - Jim asked what the policies were last year/previous.

2. **Approval of Minutes for March 17th, 2025**
   Motion by: Raul made a motion to approve the minutes from February 17th, 2025. Beatriz seconded the motion. The board voted to approve this unanimously

3. **GREENFIELD PROJECT MANAGER JANET THORP'S REPORT:**
   A. The report will be presented by Janet Thorp.
      - The number of burials since last month meetings total as given by Anival Mireles and Beatriz Diaz were reported as follows:
        - Full body burials since last meeting (February 17th, 2025): **2**
        - Ash burials since last meeting (February 17th, 2025): **1**
        - Headstones placed last meeting (February 17th, 2025) : **1**
      - Reported verizon phone bill came in and paid the cemeteries half to get reimbursed.
      - Updated the board that she updated the website in reflection to the job advertisement on February 26th – which information is pending further discussion and thanked all applicants.
      - Informed the board there's been a pause on digitizing the cemetery – to take notes and inventory of headstones to put in a binder for all board members and designated employees at the cemetery. Adding notes in each block. Reached out to Raul Sanchez to meet and compare notes but is on hold for now as well pending our schedules.
      - Took receipt booklets 1 and 2 from the cemetery archives/office to scan. Numbered / renumbered to correspond in years. Pitched a flash drive for storage.
      - On March 10th, met with the cemetery subcommittee – and gave them a list of things going on at the cemetery and gave them a list of future policies to look into. Reported stepping back on policies to focus on inventory/notes.
      - Anival and Janet have been discussing necessities and projects – and the bigger scope at the cemeteries – like the spring project of adding a border and lawn, mapping, paperwork, and so on.

- The cemetery website as of noon on February 17th, 2025 had: **1,997 clicks.**
- Anival updated the board as well that lawn mowers on the side were stolen.

B. The board will comment and or ask any questions on report.
- Board member Jim stated he thinks the previous interim manager discovered they hadn't worked, but any property from now on needs to be locked up.
- Board members discussed times of locking of the gates of the cemeteries.

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

D. The board will finalize their comments and question.

4. INFORMATIONAL ITEMS:

- The board will discuss the tractor at the Greenfield Cemetery District and any updates in regards to repairs and maintenance on the tractors.

A. The report will be presented by James Thorp; the board will make comments and ask questions.
- Jim informed the board the baco at the cemetery is in rough condition leaks a lot of oil
- The other baco-tractor is at a local mechanics (Dustin Gurley), and it's torn apart, but he's waiting on parts.
- The big one is in good working order at the moment.

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 board will finalize their comments and question.

- The board will discuss the Cemetery Convention held in at the Monterey Embassy Suites in Seaside California March 13 – 15th. Item may be reintroduced next meeting as it was tabled and will be reflected in our March Minutes.

A. The report will be presented by David Kong; the board will make comments and ask questions.
- David informed the district he attended the conference. He stated that he hadn't got a chance to put together a report.

B. 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.

C. The board will finalize their comments and question.
- Board member Raul made a comment about the big one being for doubles.
- Beatriz Diaz mentioned getting the other done as soon as possible.
- Jim informed the board that one tractor at a time needs to be done because if not we won't have any tractors for a burial.

BUSINESS ACTION ITEMS:

- The board will discuss approving a phone for Anival Mireles, while he is working as groundskeeper down at the cemeteries, due to the phone he's currently using being his personal line.

A. The item will be presented by Beatriz Diaz; the board will make comments and ask questions.
- Beatriz stated we need a phone for the cemetery due to Anival currently using his personal line. David stated the process wasn't easy and wasn't able to get a business account for the phone and the employee gets the phone and reimburse.
- Janet mentioned she'd help research prices and contracts on phones.

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

C. The board will finalize their comments and questions.

D. The board will vote on the motion of getting and paying for a phone for Anival Mireles.

Motion: Beatriz Diaz made a motion to get a phone for the cemetery for Anival Mireles. Raul seconded the motion. The motion was unanimously carried.

- The board will discuss the hiring of a previous manager Raul Sanchez to train employee's Anival Mireles and potential new hire at the cemeteries on Saturday's.
  A. The item will be presented by Raul Rodriguez; the board will make comments and ask questions.
    - Raul reported the past few weeks that Raul Sanchez has been helping Anival in different capacities. Raul suggested the board give Raul more direction and train Anival on Saturday's, basically on what he needs to know. He doesn't think it should last more than a month or two. Thinks it'll be more efficient.

  B. The board will turn the floor over to any public comment(s); one comment/response per individual.
  C. The board will finalize their comments and questions.
    - David suggested a list of questions be made and possibly procedures.
    - Beatriz suggested that Raul can watch Anival as he's being taught and was curious about rate and time frame. Raul stated the rate would be $300.00 a day, someone stated it was around $350.00 and that they request a certain amount of hours for that rate 6-8.

  D. The board will vote on the motion to hire Raul Sanchez (a previous manager) for training purposes.
  Motion: James Thorp made a motion to previous hire Raul Sanchez to train Anival Mireles on Saturday's for a 30-day period on cemetery procedures. David seconded the motion. The motion was unanimously carried.

- The board will discuss any potential policies of a general grave plot size at the Greenfield Cemetery (specifically) - in the old section of 8 by 4 feet and in the new section of 3 by 6 feet and these sizes if passed will be added to the statement of charges.
  A. The item will be presented by Janet Thorp; board will make comments or ask questions.
    - Janet reported the subcommittee met on March 10th, and the subcommittee established the above general lot/plot sizes were in each designated section within the old and new sections of the cemetery. The report also read what each grave may contain in terms of intermit for single lot/plot vaults (1 full body + 2 cremains), double lot/plot vaults (2 full bodies + 2 cremains), single ash vaults (1 creamin), and double ash vaults (2 cremains). Specific to cemetery located at 917 Apple Avenue.

  B. The board will turn the floor over to any public comment(s); one comment/response per individual.
    - A member of the public asked a repeat for the plot sizes.

  C. The board will finalize their comments and questions.
    - Board member David clarified why we were establishing the sizes.
    - Board Raul said there will be a challenge in the future that there will be issues when it comes to outlining the lots.

  D. The board will vote on the motion of establishing a general size in the Greenfield Cemetery as 8 by 4 feet in the old section and 3 by 6 feet in the new section.
  Motion: Beatriz Diaz made the motion to approve the general plot size policy of 8 by 4 and 3 by 6 in their respective sections as written and presented by the cemetery subcommittee. Raul seconded the motion. The motion was unanimously was carried.

- The board will discuss any potential policies of a headstone/marker size being established as no bigger than <u>24 by 16 for single markers</u> and <u>28 by 20 for double markers</u>**.** This is a small adjustment to what's currently posted on our board upon entrance to the Greenfield Cemetery.
  A. The item will be presented by Janet Thorp; board will make comments or ask questions.

- The board at the front of the Greenfield Cemetery currently has the following posted 24 by 12 by single lot headstone 28 by 16 lot headstone. The new policy will read as follows: No monuments are to be installed other than the flat-marker-type and to exceed the designated size of 24 by 16 for single lot markers and 28 by 20 for double lot markers. All markers must be approved by cemetery management prior to ordering the grave-marker or headstone. The Greenfield Cemetery District Board of Trustee's and groundskeeper reserve the right to reject any headstones or markers that exceed the designated sizes as stated.

B. The board will turn the floor over to any public comment(s); one comment/response per individual.
- No public comment was made.
- A member of the public made a comment there was a verbal confirmation on a headstone size being accurate but the headstone exceeded the size and was placed with no cement.

C. The board will finalize their comments and questions.
- The board questioned Anival on the process of the marker and the stone.
- Board Raul asked if these sizes will be on the statement/form they sign. He also commented that verbal agreements in the future doesn't work for us anymore due to proof. All agreements need to be written.
- Board member Jim stated due to sizing in new section there would be infringements on other plots.
- The statement has been redone to reflect these terms.

D. The board will vote on a motion for establishing the marker sizes at the Greenfield Cemetery.

Motion: Jim made a motion to adopt the headstone sizes that are on the agenda as the new policy. Raul seconded the motion. The motion was unanimously carried.

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

A. The board will make any comments or questions.
- Payroll was in question for Manuel Mireles – Raul stated that the accounts payable department had assumed there was going to be 6 payments for the severance pay. The board was under the impression it was a lump sum.

B. The board will turn the floor over to any public comment(s).
- No comments were made on the expense sheet.

C. The final recognition of the expenses will be acknowledged and the expense portion of the meeting will be closed.

6. <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 April meeting.

A. The board will make their final comments.
- Raul Rodriguez and Raul Sanchez were going to go see an excavator and he stated it would be pretty pricey $20,000.00 for a small one. He stated the board needs to decide on this for the future when it comes to the tight spacing for future lots.
- Raul reached out to appraisers and Tom Pettit and him will be in contact for an appraisal price.
- David did some research about probing the cemetery with electronics. He found out there are companies that do that with machinery. It will take pictures.

B. The board will turn the floor over to any public comment(s).
- No other public comments were made.

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.

7. **THE BOARD WILL GO INTO CLOSED SESSION.**
    - The board will discuss Cemetery District employees and future employees of the District.
        - The board discussed management and future employee's at the park. A basic job description was put together pending further approval to put an advertisement on the website and in the local paper as an advertisement to manage the cemeteries and the park.
    - The board will discuss plot issues specific to the Greenfield Cemetery.
        - There was no information to report on this item.

8. **THE BOARD WILL OPEN THE SESSION BACK UP TO THE PUBLIC.**
    - The board opened the meeting back up to report on closed session.
    - No public comment was made on closed session.