

**Regular Meeting of the
MIDDLETOWN CEMETERY DISTRICT
Mary Hardesty Building, 16357 Butts Canyon Road, Middletown, CA
Tuesday, May 21, 2024 at 2:00 PM
AGENDA**

CALL TO ORDER

ROLL CALL: Trustees: Bonnie Albertson, Zoi Bracisco, Kari Donley, Judy Kauffman, Susie Knowles
Manager: Shirley Foster

AMERICAN FLAG SALUTE

ACTION ITEM: Motion to approve the agenda. M _____ S _____ P _____

PUBLIC COMMENT

MOTION TO APPROVE MINUTES from April 16, 2024

M _____ S _____ P _____

MANAGER'S FINANCIAL REPORT (April 2024) M _____ S _____ P _____

1 Actuals vs. Budget, Trial Balance, Balance Sheet, Reconciliations (thru 3/31/24)

2023-24 Budget for Expenses: \$243,000

Spent to Date (as of 5/2): \$157,631

Balance Remaining: \$85,369

MANAGERS BUSINESS REPORT

2 Burials / Inquiries 2023/24 (attached)

3 Status of Desk Instruction Manual: Almost complete.

4 Ethics Training:

It appears to Shirley that our Board is exempt from this requirement.

From the CSDA Knowledge Base (online)

Q. Who must receive mandatory ethics training? (9/4/12)

A. Basically, the requirement applies to those elected or appointed officials who are compensated for their service or reimbursed for their expenses. The specific trigger for this requirement is whether the agency either compensates or reimburses expenses for members of any of its Brown Act covered bodies; if it does, then all elected and appointed "local agency officials" (as defined) must receive this training. "Local agency official" means any member of a legislative body or any elected local agency official who receives compensation or expense reimbursement.

5 Harassment Prevention Training

Board members and management staff (including supervisors) are required to take the two-hour mandatory training within six months of assuming a supervisory position and once every two years thereafter.

OLD BUSINESS

1. Drainage issues:
 - a. **Office roof downspout:** May need a small channel to divert runoff water. Not critical. On hold for now since rainy season has passed.
 - b. **Main Gate Drainage:** Tabled to next year.
2. Discussion on revised bylaws.
3. Planning for Memorial Day (attached)
4. Every employer in California is required to have a Workplace Violence Prevention Plan. Shirley has written a draft based on a sample provided by CSDA. (attached)
5. Every employer in California is required to have an Injury and Illness Prevention Program (IIPP). This can be addressed in the Board Policy Manual under review. Still working on this.

ACTION ITEMS:

1. MOTION TO APPROVE the three sections of the Board Policy & Procedure Manual that have been reviewed in previous meetings (Sections beginning with *General Provisions* and including *Equal Employment Opportunity and Discrimination Policy*)
M _____ S _____ P _____
2. MOTION TO APPROVE the cemetery's recommended budget for 2024-25.
M _____ S _____ P _____

MAINTENANCE REPORT

1. Augie Santana started working and seems to enjoy the work. Shirley will facilitate a meeting between Kecia (Frontier Landscaping) and Augie to evaluate the irrigation system and get it up and running.
2. S&K Stripe and Seal has completed the driveway and parking lot project.
3. Frontier Landscaping and Augie are working to get ready for Memorial Day.
4. Ernie Fischer installed headstones for Alexander & Melmoth Anderson and Richard Davis and he has made repairs to the Vets Memorial.

NEW BUSINESS

NEXT REGULAR MEETING: Tuesday, June 18, at 2:00 PM

ADJOURNED at _____ M _____ S _____ P _____