

HOPLAND CEMETERY DISTRICT

Agenda/Minutes

FEBRUARY 9, 2021 6:30PM

Opening

The regular meeting of the HOPLAND CEMETERY DISTRICT was called to order at time on FEBRUARY 9, 2021 6:30PM virtually via ZOOM by Katharine Cole, Trustee.

Present

Katharine Cole, Yvonne Boyd, Joan Norry, Robert Kieffer, Nyna Kaiser, Trustees

Members of the Public via ZOOM link: Bob Gaston, Hopland

Approval of Agenda

The agenda was unanimously approved as distributed.

Approval of Minutes

This being the initial meeting, there are no minutes from previous meetings to be approved.

Open Issues

1. Introduction of Trustees and State of the Board - Trustee Kiefer. The Board of Trustees is now complete and able to do business for the good of the Cemetery. Immediate goals include better maintenance of the property including monuments, a system of notification for families, tree inspection and removal of dangerous landscaping, designating walkways and parking areas, and greater transparency of operations, cemetery rules pertaining to vehicles, plot management and internment notifications and increasing public awareness of the historical value of the cemetery as well as making it a point of pride for Hopland.

2. Budget. It being the first order of business for the Board of Trustees to approve an annual budget to be submitted to the County. Since the Board has not held a quorum for several years, there is no current budget in place. There are tax revenues collected by the County annually that are dedicated to the Hopland Cemetery District and those figures have been requested by the Board. In the interim, the Trustees through investigations of various types have ascertained a general average expense of \$9K per year. (See Attached Budget Proposal). Approved/Revised/Reviewed.

3. State of Records. An extensive data project has been undertaken by Trustee Cole to verify and maintain the records of burials, mapping of current and future internments, and to report updates throughout the year. At this point we do have a database for all known Hopland Cemetery Board Meeting

residents, some unknown, and approximate locations. This map will be made available as soon as it is completed, online and a visual as well as documentary record is the ultimate goal.

4. Basic Legal Requirements.

a. Trustee Kaiser has contacted the Hopland post office and found we are able to retain the previous address of the cemetery. Funding has come from donations and will be reimbursed by the County. That mailing address: PO Bo 425, Hopland, CA 95449.

b. Trustee Norry has researched the annual water hook up charges. At this time, the water is not on at the cemetery, nor has it been for quite some time as the pipe fixtures are either missing or in disrepair. The Board should consider options to have water access for basic services (e.g. wash stand, minimal landscape watering, etc.).

c. Trustee Cole has been referred to the liability insurer covering the Russian River Cemetery District (Ukiah) and has submitted an application for basic coverage. The insurer Golden Gate Risk Management Authority is a pool of cemetery liability policies. This line item will be noted on the Budget.

d. Trustees will be attended required Ethics Training course in the near future, provided by County Counsel.

e. Trustees have been advised we may open a bank account in the name of the Hopland Cemetery District. Said account will require a minimum of two (2) Trustee signatures on all checks and an accounting of the bank statement will become a part of all public meetings. This will allow the HCD to fundraise to supplement repair and upkeep expenses in addition to funds from the County. Annual Tax Funds will remain with the County.

New Business

1. Volunteers. *The Board is maintaining social media and email lists of all volunteers to notify them of upcoming events. We encourage the public to join us via email, website or via phone number so we may let the public know of upcoming events.*

a. Clean Up Events. The Trustees have held two (2) clean up events and invited the public to attend. The first was mid-Summer with over 30 attending, the second was January with some 16 in attendance, and the third is planned for early Spring. It is hoped to make four clean up events annually from here on out.

b. Halloween. Due to the pandemic, Hoplander children were not advised to trick-o-treat this past year. In response, the Board held a "Drive Through" Halloween event, maintaining masks and social distancing. Over 80 children received halloween candy bags during the 3-hour event. Many parents showed appreciation for the event, and several people were informed of the rich history of the cemetery. The concerns of some families that the graves would be disrespected or that somehow we were holding a Halloween haunt-styled event were mitigated and it was noted no damage was sustained as people were strongly discouraged from getting out of their vehicles.

c. Quilt Raffle. Volunteer and family representative Suzan Ingles generously spearheaded a Quilt Raffle in support of the HCD. Over 900 tickets were sold by Trustees and Ms. Ingles and friends for one dollar each. Thank you to the Ingles family for presenting this lovely handmade quilt and picking the lucky winner on February 1st, Terri Boudreaux of Redwood Valley.

c. Proposed Monthly Historical Tours. Due to the pandemic, the Board was unable to schedule any in-person historical events. Once gatherings are allowed again, these monthly walks/tours will be coordinated with the Mendocino Historical Society and funds raised will contribute to the maintenance of the cemetery.

2. Proposal to create the Hopland Historical Cemetery Association (HHCA). The HCD Trustees would like to continue with like-minded fundraising activities for the cemetery and be able to have donations be tax deductible for all Volunteer events. The HCD has been advised by the CAPC (California Association of Public Cemeteries) to create the above-referenced association, incorporate same as a historical non-profit with the State of California. Fees related to incorporation and creation of By-Laws and other required documentation will be covered by the HCD. 6 Approved/2nd__Norry__/Not Approved_____

Public Comment and Questions

For Further Communications with the Board: Hopland Cemetery District, PO Box 425, Hopland, CA 95449; email: hoplandcemetery@gmail.com

Adjournment

Meeting was adjourned at 7:55p by Robert Kieffer. The next general meeting will be at March 9, 2021.