

HOPLAND CEMETERY DISTRICT

Agenda/Minutes

March 9, 2021 6:30PM

Opening

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

Present

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

Members of the Public via ZOOM link: None In Attendance

Approval of Agenda

The agenda was unanimously approved as distributed.

Approval of Minutes

The Minutes of the Meeting of February 9, 2021 were unanimously approved, with minor typo corrections.

Open Issues

1. State of Records - Trustee Cole: The Board via email received 3-4 requests regarding grave locations and state of records of internment. Those emails were answered within 24 hours or less. All grave locations were successfully noted via the database, which remains largely incomplete as to detail, and Trustee Cole met with a family and was successful in marking plots purchased several years prior and answered all questions of the family. Cole was trusted with setting up several dates where Trustees would meet and continue to reassemble the physical map and details for future inquiries.

2. Basic Legal Requirements.

a. All Trustees attended County Counsel Ethics Training course and completed same. Certificates are on record.

b. Water - Trustee Norry. It was suggested that during the upcoming clean up, the water would be turned on and an accurate measure of leak locations surveyed at that time. Trustee Kieffer suggested researching a simple water station for visitors. Norry will research and report back at the next meeting.

c. Insurance - Trustee Cole. Golden Gate Risk Management, also the insurer of the Russian River Cemetery District, is working with us to complete all necessary

paperwork for basic insurance. Their representative, Liz Smith, has already sent all the necessary forms to the Board to be completed, signed and notarized. In the interim, the Board has submitted the necessary Medcor forms and requested volunteer "workers comp" as per the Russian River District.

d. Budget Presentation (See Attached). The Board considered the budget for submittal to the County Assessor at the earliest. The form for the budget itself was given to us by the County and after detailing all entries, a motion to approve the Budget was offered (Trustee Boyd), seconded (Trustee Kaiser). The Budget was unanimously approved. Trustee Cole will submit the approved budget to the County within the week.

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 next Clean Up date was set for April 25th, 2021, 11am to 3pm. Details will be worked up as part of the next meetings agenda. The Board recommended immediately promoting via social media and email.

Public Comment and Questions

No public being in attendance, this Agenda item was forwarded for the next meeting.

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

Adjournment

Meeting was adjourned at ___8:00p___ by Robert Kieffer. The next general meeting will be at April 13, 2021 at 6:30pm.