

PALO VERDE CEMETERY DISTRICT
MINUTES FROM SEPTEMBER 16, 2024

CALL TO ORDER

The meeting was called to order at 1:30 p.m. by President Richard Phipps.

ROLL CALL

Present were Richard Phipps, Marilee Harkinson, Susie Forrest, Adrian Estrada, Paul Gonzales and Emily Phelps.

PLEDGE OF ALLEGIANCE was conducted.

APPROVAL OF THE AGENDA

Marilee moved to approve the agenda. Richard seconded the motion. Motion carried.

PUBLIC COMMENTS

None

MINUTES

Richard moved to approve the minutes from June 3rd and 17th, 2024. Marilee seconded the motion. Motion carried.

TREASURER'S REPORT

Marilee gave the Treasurer's report. The balances are as follows: Mechanics Bank checking-\$138,538.17; Mechanics Bank money market-\$400,259.84.

OLD BUSINESS

Susie reported that all items have been received for the Jib crane project and staff are preparing the operational guidelines.

Susie presented a draft of the waiver of liability for the crane operation. Marilee moved to approve the document. Richard seconded the motion. Motion carried.

Susie reported that that she has been working on getting a quote on liability and property damage. She has budgeted \$12,000 for the insurance. Marilee moved that she proceed with renewing the insurance within the budgeted amount without board review. Richard seconded the motion. Motion carried.

Susie reported that the fiscal year 2023/2024 audit is in progress.

The board previously approved an increase in the petty cash fund to \$300. Susie presented the revised policy for board approval. Richard moved to approve the policy. Marilee seconded the motion. Motion carried.

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NEW BUSINESS

The board reviewed the proposed 2024/2025 budget. Marilee moved to approve the budget. Richard seconded the motion. Motion carried.

Susie presented the draft workplace violence policy. The board reviewed it and will vote on the policy at the next meeting.

Susie updated the headstone rules to reflect additional information from the current approved policy.

TRUSTEES COMMENTS

None.

MANAGER'S REPORT

Susie reported that the tractor will be going in for maintenance and repair.

ADJOURNMENT

The meeting was adjourned at 2:27 p.m.

NEXT MEETING

October 28, 2024



Marilee Harkinson
Treasurer