

**Gf CEMETERY MINUTES FOR SEPTEMBER 9, 2024**  
**FOR REGULAR MEETING ON OCTOBER 21, 2024**

**CALL TO ORDER:**                      Time: 6:46p.m.                      Adjourned: 7:07p. m.

**Roll Call:** David Kong (Chair), Beatriz Diaz (Clerk), Raul Rodriguez, Clara Valdivia, Jim Thorp  
Present: Beatriz, Raul Rodriguez, Clara Valdivia, Jim Thorp  
Not Present: David Kong

**Public Comments:** No Public Comments

**1. Approval of August 19, 2024, MINUTES:**

- a. Motion by: Raul Second by: Clara
- b. Ayes: ALL, No Objection, No Abstentions, Motion: PASSES

**2. Greenfield Cemetery District Manager Manuel Mireles Report:**

Manager not present ill/vacation. Per phone call manager reports to Beatriz 1 double, 1 presale, 2 burials. Manager Manuel said that his brother Jesus a cemetery district employee was not interested in being trained for burials.

**3. Greenfield Project Manager Janet Thorp**

Janet still is having issues with CemSites with deed pulling the full price it is pulling a fraction of the price but will print deed/receipt. The receipt will show the full total price.

**4. Discussion Item:**

Potentially hiring help

This is an action item. Jesus Tovar has submitted all paperwork and Resume. Jesus has great qualification to work at both districts Cemetery & Park.

Motion by: Raul Second by: Jim

AIF: All, No Objections, No Abstentions, Motion: PASSES

Cemsites software will be paid off in December

Janet reports CemSite will be paid off in December

Cemsites annual subscription is renewing soon – 1 user instead of 2.

This is an action item discussion is to approve 1 user.

**5. Action Item:**

Approve Independent Auditor agreement

Tabled for next month meeting

Approve agreement to hire attorney Bryan Hughes (BBK Firm)

Motion by Raul to approve agreement to hire Bryan Hughes

Motion by: Raul Second by: Jim Motion: PASSES

AIF: All, No Objections, No Abstentions, Motion: PASSES

Cemsites annual subscription (user)

Raul makes the motion to approve 1 user for CemSites

Motion by: Raul Second by: Beatriz Motion: PASSES

AIF: All, No Objections, No Abstentions, Motion: PASSES

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Ending with law firm Myers-Nave

Motion by Raul to approve to end contract with Meyers-Nave

Motion by: Raul Second by: Jim

AIF: All, No Objections, No Abstentions, Motion: PASSES

Hiring of potential help

Motion by Raul to approve hiring Jesus Tovar as District manager for both Districts Park & Cemetery @ \$32.00 an hour.

Motion by: Raul Second by: Jim

AIF: All, No Objections, No Abstentions, Motion: PASSES

Update employee records/time card (adoption of policy if necessary)

Motion made by Raul to approve to adopt policy pay period ever 2 weeks and give employees timecard

Motion by: Raul Second by: Jim

AIF: All, No Objections, No Abstentions, Motion: PASSES

**6. CLOSED SESSION:**

Update employee/s vacation and sick leave

Closed Session began: 7:10p.m. Closed Session Adjourned: 7:25p.m.

GF Park and Gf Cemetery Closed Session were held at same time.

No decisions made. Nothing to report