



Meeting Minutes 04-05-2023 – Page #1 of 2

1. Meeting was called to order at 5:05 p.m.
2. Roll call of the Board of Trustees - Present: Scott Davis, David Schmidl, Debbie Charlesworth & Stephanie Allan Absent: Cindy Wingfield
3. Pledge of Allegiance led by David
4. Public comment on any agenda item, Open or Closed – none
5. Consent Calendar
 - A. March 8th, 2023 meeting minutes
 - B. March monthly claims

A motion was made by David and a second by Debbie approving the consent calendar. By a unanimous vote, the motion was approved.
6. Office Managers Monthly Report:
 - i. Burials for March = 3. Full = 1 and Ash = 2. Deposit totals: \$400 endowment, \$2,606.16 for Preneed (PN), and \$5,812.67 in general fund. Sold 1 PN and used 1, transferring \$600 from PN to general fund.
 - ii. Incidents/Safety Report – Electrical issues with cement mixer, purchased a new one.
 - iii. Correspondence – Brown Act & Board Etiquette zoom April 7th. Laurie encouraged Board members to attend. Laurie attended a prevailing wage zoom conference to get more insight into prevailing wages and our requirements. The class was 6 hours long. Sales Tax for period ending 3/31/23 has been filed. 5% admin fees are being taken from our accounts by the County. This is on top of the treasury fees. The explanation that was given is, it's required by CA and usually the money was with held before being deposited and with the new system shows the fee on our reports. Health & Safety Code states, Special Districts are not to be charged! We had a check returned because the bank froze the account. Working on getting it resolved with County and Client. Laurie will post an office closure sign for the time she is on vacation to prevent employees from sitting in the office. Phone messages will be reviewed by Trynton in the morning and afternoon. Payroll and billing will all be completed the Monday Laurie returns. Bringing Richard back for our seasonal position, returns April 10th. He has 526 hours left in this fiscal year. We are gearing up for Memorial Day. Board Members are strongly encouraged to attend the ceremony Monday 5/29/23 – Considering using the LO Mayor for our guest speaker. More flags will be purchased to make more roadway flags.
 - iv. Grounds Report – Trynton submitted a grounds report
7. Board Discussion & Possible Action Items:
 - A. Expansion of Irrigation System – David made a motion to proceed with the \$67,624 quote. Half of the quote will be paid in the 22-23 FY and the 2nd half will be paid in the 23-24 FY. Stephanie gave a 2nd, all ayes, motion passed.



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- B.** Addition of Donation Bench & Memorial Flags to the price sheet. Stephanie made a motion to approve the addition of donation benches (\$700) and Memorial Flags (\$100) to the price sheet. A 2nd was given by Debbie, Motion passed unanimously.
 - C.** FY 22-23 Budget Revisions – David made a motion to approve the revised FY 22-23 budgets for funds 6402 & 6414 separating operation revenue from PN revenue. This was suggested by auditors. Stephanie gave a 2nd, all ayes, motion passed.
 - D.** Purchase of new office computers – Discussion was made and IT report was submitted, a new computer was not needed. No action taken.
- 8. No Closed Session
 - 9. Trustee Comments & Discussion – Discussion was made about Chair and Vice Chair positions. We will vote the positions in at our June meeting.
 - 10. Adjournment – 1st by Steph, 2nd by Debbie. Meeting adjourned at 5:51pm

The next meeting is scheduled for Wednesday May 10th, 2023, at 5:00pm