



Meeting Minutes 10-09-2024 – Page #1 of 2

1. Meeting called to order at 5:10 p.m.
2. Roll call of the Board of Trustees - Present: Board Chair: Scott Davis, Vice Chair: David Schmidl, Cindy Wingfield & Stephanie Allan Absent: Debbie Charlesworth
3. Pledge of Allegiance led by David.
4. Public comment on any agenda item, Open or Closed – None
5. Consent Calendar
 - A. September 11th, 2024 meeting minutes
 - B. September monthly claims

A motion was made by David to approve the consent calendar. Cindy gave a 2nd, all yes, motion passed.
6. Office Managers Monthly Report:
 - i. Burials for September = 1 Full & 1 Ash // Sold 1 PN and used 1 PN transferring \$1,490 to General Fund. Deposits totaled \$14,353.90 // PN = \$5,571.56 // Endow = \$600 // General = \$8,182.34 // No major purchases to report
 - ii. Incidents/Safety Report – No incidents or safety incidents to report
 - iii. Correspondence – Wreaths Across America is quickly approaching, Dec 14th. Spoke with Tom who helps with WAA at Sutter Cemetery and they are willing to share the AD space with us this year. Sales Tax for quarter 3 has been filed. Claims are still taking awhile to get processed, petty cash claim submitted 8/30/24 was just received 10/11/24. Find a Grave volunteers have been spending a lot of time at our cemetery collecting photos and doing research. They have complimented us on how well the grounds look as well as how helpful our staff have been to them. Met with Steve Wood from GSRMA who reviewed our RMAP application. This year they are requiring more current supporting documentation. We still need to review some of our policy and procedures. Makes it hard when we are still adjusting procedures with the County. Several conferences and trainings in the month of October. I will be attending Friday 10/25 in Corning.
 - iv. Grounds Report – Hauled brush out to N. Butte. Squirrels are out of control, backfilled most of the holes and set more traps. Tree/Bush behind office was looking sad and not doing well, we removed and painted the handles of the septic tank safety yellow. The fence approved at the September meeting has been completed and really completes the Memorial Day Ceremony area. Looks great, I'm very proud of the boys. Burials are down, but guys are still finding projects and chores to get done.
7. Board Discussion & Possible Action Items:
 - A. Cindy made a motion to approve a \$50,000 payroll transfer from our general fund to our Plumas Bank payroll account. The 2nd came from Stephanie. All ayes, motion passed.



Meeting Minutes 10-09-2024 – Page #2 of 2

- B. Stepanie motioned to approve adding Lupe Duran as a 2nd signer for claims. David gave a 2nd, motion passed unanimously.
- C. David made a motion to approve the \$1,400 expense for emergency tree work in section 4 and section 6. Cindy gave a second, and the motion passed unanimously.
- D. Stephanie made a motion to approve the quote from VinylFX to have the front office sign rewrapped and use the existing backing. Cindy gave a second to the motion. All ayes, motion passed.
- E. Stephanie made a motion to approve the summary of changes to GSRMA's (MOU) Memorandum of Understanding as presented and Cindy gave a second. Motion passed unanimously.
- F. David made a motion to end the seasonal position on Friday Nov 1st, 2024. Stephanie gave a 2nd. All ayes, motion passed.

8. Closed Session – No closed session

9. Trustee comments or discussion – Stephanie notified Board she would not be able to attend the November and December meeting due to work commitments. After discussion it was decided it was in the best interest of the District to move the December meeting up to the 4th @ 5pm.

10. Adjournment – David motioned to adjourn the meeting at 5:43pm with a second from Cindy

The next meeting is scheduled for Wednesday November 13th, 2024, at 5:00pm