



## **Meeting Minutes 06-12-2024 – Page #1 of 2**

1. Meeting called to order at 4:57 p.m.
2. Roll call of the Board of Trustees - Present: David Schmidl, Cindy Wingfield & Stephanie Allan  
Absent: Scott Davis & Debbie Charlesworth
3. Pledge of Allegiance led by David.
4. Public comment on any agenda item, Open or Closed – None
5. Consent Calendar
  - A. May 8<sup>th</sup>, 2024, meeting minutes
  - B. May monthly claims

A motion was made by Stephanie to approve the consent calendar. Cindy gave a 2<sup>nd</sup>, all yes, motion passed.
6. Office Managers Monthly Report:
  - i. Burials for May = 7 // 3 Full // 4 Ash. Sold 4 PN and used 7 transferring \$11,463 from PN to Gen Fund.
  - ii. Incidents/Safety Report – No safety concerns – Addresses the spike in temperatures and covered heat illness training.
  - iii. Correspondence – Memorial Day was a huge success! AT&T submitted a 5-year quote for our phone lines which is less than we are currently paying. Drafted budgets for FY:24-25 but I am holding them until I get the correct account numbers and more accurate numbers from the County. I have several concerns with the reports the county has presented for May. I am working on getting a meeting with someone who can help me clarify some of the concerns I have. Our insurance is increasing significantly in FY:24-25, just the liability was \$9,000 and is increasing to \$16k. Financially we are doing well, may consider reevaluating our pricelist in December since it has been a couple of years since we looked at our rates. The last portion of taxes still has not hit our books. Laurie completed the RMAP program through GSRMA \$771 reinvested in some decorative rock around the chapel. One of the vendors who submitted a quote for the trimming of our oak tree in the middle road, emailed us stating they were upset they didn't get the bid and the work that was done was not to their standards, which is why they are not the cheapest. July will be a full meeting as we will address all end of the year items.
  - iv. Grounds Report – Guys have done an amazing job, and the cemetery shows it. Currently working normal hours of 7-3:30pm with lunch. Considering coming in earlier with the upcoming heat.



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7. Board Discussion & Possible Action Items:
  - A. Resolution Confirming Diagram and Assessment and Ordering Continued Levy. (Streets & Highways Code Section 22631). **Yes** = 3 (Stephanie Allan, David Schmidl, Cindy Wingfield) **Noes** = 0 **Absent** = 2 (Scott Davis, Debbie Charlesworth) **Abstain** = 0
  - B. Payroll Transfer for 3<sup>rd</sup> Qtr. – a motion was made by David to transfer \$60,000 from General Fund to Plumas Bank for July-September payroll. Stephanie gave a 2<sup>nd</sup> – All in favor, motion carried.
  - C. Workday “Use and Indemnification Agreement” – Stephanie made a motion to sign the workday contract presented by the County. A 2<sup>nd</sup> came from David, all yes. Motion passed.
8. Closed Session – Stephanie made a motion to enter closed session. Cindy gave a 2<sup>nd</sup>. Entered closed session at 5:12pm
9. Reconvene to Open Session – Stephanie motioned to reconvene. Cindy gave a 2<sup>nd</sup>. Exited closed session at 5:14pm
10. Report of any action taken during closed session – No Action
11. Trustee comments or discussion – Board complimented Memorial Day Ceremony.
12. Adjournment – Cindy made a motion to adjourn the meeting at 5:16pm. Stephanie gave a 2<sup>nd</sup>. All ayes, meeting adjourned.

**The next meeting is scheduled for Wednesday July 10<sup>th</sup>, 2024, at 5:00pm**