



Meeting Minutes 10-11-2023 – Page #1 of 2

1. Meeting was called to order at 5:10 p.m.
2. Roll call of the Board of Trustees - Present: Scott Davis, David Schmidl, Stephanie Allan, & Cindy Wingfield. 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. October 11th, 2023 meeting minutes
 - B. August & September monthly claimsA motion was made by David and a second by Stephanie approving the consent calendar. By a unanimous vote, the motion was approved.
6. Office Managers Monthly Report:
 - i. Burials for August = 2 Full Sept = 1 Full 1 Ash // Sold 2 PN, Used 2 transferring \$3,950 from PN to Gen Fund. Total deposit for Aug-Sept \$14,246.83 // PN = \$4,029.04 // Endow = \$1,200 // General = \$9,017.79 - No major purchases to report
 - ii. Incidents/Safety Report – Asked for more police patrol at night.
 - iii. Correspondence – County hasn't closed books, audit is on hold. GSRMA annual 2 day conference 19th-20th, only Laurie will be attending, office will be closed. Online ethics training on 17th – Vendors want e-pay working on getting a CalCard for this. Using Laurie's AMEX until then. Outside bank and 3rd party payroll all set, 1st payroll will come out on the 13th. Plumas Bank acct after payroll approx. \$43,000. Used \$10 from petty cash for Plumas Bank ACH test funds. Donated old roll around tent to Muslim Cemetery. Wreaths Across America is December 16th we have sent out donation letters and marked graves. Justus & Wilks is closing, new vault and liner distributor is out of Sac., unsure if prices will change. Would like to clean up our policies, bylaws and handbook. Plan to use the RMAP and legal to help with this. Will present to Board a draft for approval then legal for a final review.
 - iv. Grounds Report – Back porch and steps to office were repaired and painted. Multiple leaky valves were replaced including removing and laying sidewalk. Saved us a ton of money by doing in house. Removed hanging and downed limbs, had some issues with the chainsaw, had it repaired. Had the cemetery fogged in Aug for mosquitos. Took squirrel traps to N. Butte and raked in all the old holes and check traps daily. Used all old cement inventory. Seasonal employee last day is 11/3/23
7. Board Discussion & Possible Action Items:
 - A. Revision of Rules & Regulations – After review and discussion Stephanie motioned to approve additions and revisions. David gave a 2nd, passed unanimously.



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- B.** Capital Asset Threshold – It was suggested by our auditor to increase our capital asset threshold. David motioned to increase the threshold from \$1,000 to \$2,500. A 2nd by Stephanie, all ayes, motion passed.
- C.** Quarterly Payroll Transfers – Laurie submitted a \$50,000 transfer from General Fund to Plumas Bank, Payroll Fund. This transfer was based on previous payroll reports. A reconciliation will be done monthly. Steph motioned to approve the transfer with the expectation that the account will be monitored to ensure sufficient funds. Cindy gave a 2nd. All ayes, motion carried.
- 8. Closed Session - None
- 9. Trustee Comments & Discussion – David suggested Laurie contact AG Dept regarding having the employees trained annually instead of trying to carry an applicator’s license. Stephanie mentioned it wouldn’t hurt to install solar motion lights throughout the cemetery to deter after hour visitors.
- 10. Adjournment – Stephanie motioned to adjourn the meeting at 6:02pm, a 2nd from Cindy. Meeting adjourned.

The next meeting is scheduled for Wednesday November 8th, 2023, at 5:00pm