



Meeting Minutes 03-08-2023 – Page #1 of 2

1. Meeting was called to order at 5:02 p.m.
2. Roll call of the Board of Trustees - Present: Scott Davis, David Schmidl & Cindy Wingfield
Absent: Debbie Charlesworth & Stephanie Allan
3. Pledge of Allegiance led by David
4. Public comment on any agenda item, Open or Closed – none
5. Consent Calendar
 - A. January 11th, 2023 meeting minutes
 - B. January & February monthly claimsA motion was made by David and a second by Cindy approving the consent calendar. By a unanimous vote, the motion was approved.
6. Office Managers Monthly Report:
 - i. Burials for Jan & Feb totaled 7. Full = 4 // Ash = 2 // Infant = 1. Sold 5 preneed and used 3, transferring \$1,758.93 from PN to Gen Fund. Transferred private estate sale to Gen Fund \$2,850 – Working with County to keep the Estate revenue separate. Delinquent notices were sent out for past due PN contracts. Money collected for Jan & Feb totaled \$23,635 – Laurie presented the breakdown to each fund. Major/Unexpected purchases, Mower #2 PTO clutch went out, had to send mower out for repair.
 - ii. Incidents/Safety Report – Had several down limbs from storm, no damages to report.
 - iii. Correspondence – CalPERS payroll reporting late fee was waived. Brown Act & Harassment training is due, online only. A final copy of FY:21-22 audit was given to each trustee. More lighting was installed in the parking lot area to prevent falls and reduce safety risks. We have submitted an RMAP application addressing lighting. Cyber security is a growing concern among cemetery districts. Purchased and installed no parking on grass signs. Our seasonal employee is set to return after Easter as March is too wet to bring him back now. Statement of Economic Interest Form 700 is due, Laurie had present members complete and will mail out the forms to anyone absent.
 - iv. Grounds Report – Trynton submitted a grounds report detailing all that was done from December through February.
7. Board Discussion & Possible Action Items:
 - A. David made a motion approving the purchase of a replacement canopy in the amount of \$1,378 plus tax & shipping. He also requested contacting a local canvas shop to see if they could provide a better deal and keep our dollars local. Cindy gave a 2nd. All ayes, motion passed.
 - B. Discussion took place regarding expanding the irrigation system. Cindy suggested we contact the vendor who previously did the installation to get a map of what had been done. The item has been tabled for further discussion.



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8. Trustee Comments & Discussion – Scott welcomed Cindy and thanked her for joining the Board. Laurie has a schedule conflict for April meeting. The Board agreed to move the meeting ahead 1 week to April 5th.
9. Adjournment – 1st by David, 2nd by Cindy. Meeting adjourned at 5:54pm

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