



Meeting Minutes 11-08-2023 – Page #1 of 2

1. Meeting was called to order at 5:00 p.m.
2. Roll call of the Board of Trustees - Present: Scott Davis, David Schmidl, Stephanie Allan, Cindy Wingfield, & 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. October monthly claims

A 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 October = 4 // 2 Ash // 1 Full // 1 Memorial. Sold 0, used 2 pre-needs transferring \$3,650 from PN to Gen Fund. Calendar year burial count down significantly from last year. Believe people are holding the ash and not interring. Total deposit for Oct \$8,977.37 // PN = \$2,576.08 // Endow = \$400 // General = \$6,001.29 - No major purchases to report
 - ii. Incidents/Safety Report – no incidents to report, monthly safety meetings are being held.
 - iii. Correspondence –Outside payroll is going well, still working out some kinks. PERS is currently being reported by Laurie unsure if payroll company will take over. The district now has a Visa card, Vastdata vendor has card on file for autopay. Laurie gave highlights from the GSRMA conference in Corning. Wreaths Across America is quickly approaching, making a final push for donations. Event is December 16th @ 9am, public is welcomed to attend.
 - iv. Grounds Report – Tedious maintenance has been done to prevent safety issues, painted N. Butte gate, bought augur attachment to cleanout vases to help prevent the weeds growing in them. Trying to level and seed low spots to beautify eye sores. Overall been quiet.
7. Board Discussion & Possible Action Items:
 - A. CASDA Presentation by Dane Wadle – Ca Special Districts Association rep came to share the values of being a member as well as what all the CSDA does for special districts including lobbying. **NO ACTION**
 - B. Part-time & Seasonal Employee Sick Leave – David made a motion for part-time employees to continue accruing sick leave since we have moved from the County. Confirm that the accrual rate is 1 hour of sick earned for every 30 hours worked. A 2nd from Cindy, Motion passed unanimously.



Meeting Minutes 11-08-2023 – Page #2 of 2

- C. Payroll Reconciliation for Oct 2023 – Laurie presented the Oct 2023 reconciliation of payroll. This JE assigns the payroll advance funds to their appropriate expense accounts and funds. Stephanie made a motion to approve as presented with a second from Cindy. All ayes, motion passed.
8. Closed Session – Stephanie made a motion and a second from Cindy, Recessed to closed session at 5:44pm
 9. Reconvene to open session – David motion to com out of closed session at 5:53pm. Cindy gave a 2nd. Motion passed unanimously.
 10. Report of any action taken – Rejection letter presented was approved.
 11. Trustee Comments & Discussion – none
 12. Adjournment – Stephanie motioned to adjourn the meeting at 5:54pm, a 2nd from Cindy. Meeting adjourned.

The next meeting is scheduled for Wednesday December 13th, 2023, at 5:00pm