



**Meeting Minutes 05-08-2024 – Page #1 of 2**

1. Meeting called to order at 5:02 p.m.
2. Roll call of the Board of Trustees - Present: Scott Davis, David Schmidl, Cindy Wingfield & Debbie Charlesworth Absent: Stephanie Allan
3. Pledge of Allegiance led by David.
4. Public comment on any agenda item, Open or Closed – None
5. Consent Calendar
  - A. April 10<sup>th</sup>, 2024, meeting minutes
  - B. April monthly claimsA motion was made by David to approve the consent calendar. Debbie gave a 2<sup>nd</sup>, all ayes, motion passed.
6. Office Managers Monthly Report:
  - i. Burials for April = 4 // 3 Full // 1 Ash. Sold 4 PN and used 2 transferring \$4,211 from PN to Gen Fund. Total deposit for April \$16,404.22 (\$6,810 held as county switches to workday) // PN = \$9,516.62 // Endow = \$1,600 // General = \$5,102.48.
  - ii. Incidents/Safety Report – No safety concerns – Issue with septic tank, scheduled to be pumped.
  - iii. Correspondence – County has not communicated with us regarding the switch to “Workday”. When Laurie tried to make a deposit for April and submit claims she was told she would have to come back because they were still trying to reconcile the old system before going live with new system. As of today, I am still not able to make deposits. We are holding checks for burials that are taking place which is against our policy. The whole County was on hold not just special districts. Vaults and liners ordered, vendor is back ordered. Dental dividends of \$185.12 paid to the district. GSRMA is adding a 1% penalty and possible cancellations for late payments. Finalizing Memorial Day details. Military Flyover is not 100% confirmed.
  - iv. Grounds Report – Another issue with irrigation guys were able to reroute and repair. We have done several projects inhouse spending under \$100 to trench, repair, backfill, built pillar, painted, maintained hedge, sand and painted back door. We also had an issue with mower #2. We were able to troubleshoot and get parts. Found the recently replaced PTO clutch had also burnt out. Able to get that part warrantied and mower is back up and running. North Butte maintenance and will be serviced again before Memorial Day. Had visitors at N. Butte. We have a ton of extra dirt that has been picked up by a guy. We are also taking some out to N. Butte to fill in squirrel holes. Sidewalks at N. Butte are deteriorating and falling apart. Overall huge kudos to the guys for saving the district money, maintaining their daily duties and still managing to attack these small projects.



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7. Board Discussion & Possible Action Items:
  - A. Smith & Newell Auditing Contract (FY:2024-2026) David made a motion to approve the 3 year proposed contract from Smith & Newell as presented. Cindy gave a 2<sup>nd</sup>. Motion passed unanimously.
  - B. Resolution Ordering Engineer's Report. (Streets & Highways Code section 22622.) Individual votes were as follows: **Yes** – Scott, David, Cindy & Debbie  
**Absent** – Stephanie **No** – 0 **Abstain** – 0
  - C. Resolution Approving Engineer's Report. (Streets & Highways Code section 22623.) Individual votes were as follows: **Yes** – Scott, David, Cindy & Debbie  
**Absent** – Stephanie **No** – 0 **Abstain** – 0
  - D. Resolution of Intent to Continue to Levy and Collect Assessment for 2024-2025 (Streets & Highways Code section 22624.) Individual votes were as follows: **Yes** – Scott, David, Cindy & Debbie **Absent** – Stephanie **No** – 0 **Abstain** – 0 – Laurie will submit a notice to the public informing of Resolution 4 and meeting date of June 12<sup>th</sup>.
8. Closed Session – none
9. Trustee comments or discussion – Scott will not be able to attend the June 12<sup>th</sup> meeting. David mentioned contacting Craig Berry to see if he has access to PG&E poles for the arch way. David would like the arch back up. Laurie was under the impression the arch would go back up when we have finalized the direction of the from entrance.
10. Adjournment – David motioned to adjourn the meeting, with a 2<sup>nd</sup> from Debbie. Meeting adjourned at 5:42pm.

**The next meeting is scheduled for Wednesday June 12<sup>th</sup>, 2024, at 5:00pm**