



## **Meeting Minutes 07-10-2024 – Page #1 of 2**

1. Meeting called to order at 5:12 p.m.
2. Roll call of the Board of Trustees - Present: Scott Davis, David Schmidl, Cindy Wingfield & Stephanie Allan 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. June 12<sup>th</sup>, 2024, meeting minutes
  - B. June monthly claims

A motion was made by David to approve the consent calendar. Cindy gave a 2<sup>nd</sup>, all yes, motion passed.
6. Office Managers Monthly Report:
  - i. Burials for June = 7 // 5 Full // 2 Ash. Sold 2 PN and used 2 transferring \$3,050 from PN to Gen Fund. Deposit total was \$19,591.39 with \$7,222 in PN // \$1,000 in Endow // \$11,369.39 in General – Invoice for vaults and liners totaled over \$7,000 we are stocked.
  - ii. Incidents/Safety Report – No safety concerns
  - iii. Correspondence – FY:23-24 totaled 52. PN open invoices as of June 30<sup>th</sup>, totaled \$39,040. Seasonal employee is only allowed 960 hours in a FY, and our seasonal employee totaled 816 hours. Approx. June 30<sup>th</sup> balances: Reserve for PN \$436,259 // Reserve for Endow \$365,357.88 // Reserve for land \$111,925 // Special Assessment \$230k // General Fund \$125k. Health insurance for 2025 is expected to increase \$112/employee per month. That is a annual increase of \$2,688. We did get reimbursed for our CPR training and we submitted the RMAP which gave us another \$771 which we reinvested in some rock around the chapel. I submitted the training grant application for 24-25 and we have been approved for up to \$1,000 there are several trainings coming up in Grass Valley and San Luis Obispo in Oct. This will cover employees and trustees. We had a slight hiccup with payroll and the holiday. Direct deposit window was missed by payroll company so we issued paper checks. Signed resolutions have been submitted to the lawyer and Spence. Our signed workday agreement should have been approved by Board of Supervisors at their July 9<sup>th</sup> meeting. Worked with Jing to review reports, and yes there was errors but she also told me none of our beginning balances or April transactions were on the report. Which is why I was missing money. She will be working to get me trained on the new system, end of July. Hopeful it will all be in place and I learn it before our audit. Had a man come by selling aerial photos, we purchased one, plan on getting it framed.
  - iv. Grounds Report – Business as usual – N. Butte serviced yesterday and sprayed. North undeveloped portion of LOCD was sprayed to reduce maintenance. Pad work is current.



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A dead tree was cut down and stump was removed, backfilled and seeded. Spare parts and filters for the mowers were ordered for future maintenance. Increased Richard back to 8hr days 4 days a week to help during this heat. We have addressed staying hydrated and heat exhaustion. Grounds are still working 7-3:30pm. On extreme days, they come in to work hard and I let them go a little early. On average we used to spend about \$2,000 a year on irrigation and tree service. Since hiring Richard, we have not had to use tree service and the only time we used Barrows was for electrical. They laid over 60 ft. of plumbing, rerouted sprinklers for better coverage and repaired at least 5 main breaks. Areas of the cemetery that were “always” yellow, are now green! We have saved so much money doing work in-house. Richard has brought a ton of talent to the District.

7. Board Discussion & Possible Action Items:
  - A. Express Employment – Presentation on services they offer
  - B. Chair & Vice Chair Elections – Stephanie motioned to nominate Scott as Board Chair and David as Vice Chair. Cindy gave a 2<sup>nd</sup>. Motion passed unanimously.
  - C. FY:24-25 Budgets for funds 6402, 6410, 6414, 6416 – David made a motion to approve budgets for all funds as presented. Stephanie gave a 2<sup>nd</sup>. Motion passed unanimously.
8. Closed Session – Stephanie made a motion to enter closed session. David gave a 2<sup>nd</sup>. Entered closed session at 6:06pm
9. Reconvene to Open Session – David motioned to reconvene. Cindy gave a 2<sup>nd</sup>. Exited closed session at 6:24pm
10. Report of any action taken during closed session – No Action
11. Trustee comments or discussion – David reminded us that weed spraying must be done before temps reach 85 degrees.
12. Adjournment – David motioned to adjourn the meeting at 6:26pm. A 2<sup>nd</sup> from Stephanie.

**The next meeting is scheduled for Wednesday August 14<sup>th</sup>, 2024, at 5:00pm**