



**Meeting Minutes 05-10-2023 – 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, 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. April 5<sup>th</sup>, 2023 meeting minutes
  - B. April 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 March = 6. Full = 3 and Ash = 3. Deposit totals = \$10,824.21 Endowment \$1,400 endowment, \$1,371.08 for Preneed (PN), and \$8,053.13 in General Fund. Sold 1 PN and used 4, transferring \$3,950 from PN to Gen Fund. Major purchases – We will be purchasing all inventory items before end of FY. Fuel, vaults, liners, office supplies, cement, etc.
  - ii. Incidents/Safety Report – Last minute notification of an Oversized vault, required more digging and Laurie approved OT for the guys to get it completed.
  - iii. Correspondence – Informed Board of a complaint and how it was addressed, everyone survived Laurie being on vacation, new website is live, [www.liveoakcemeterydistrict.com](http://www.liveoakcemeterydistrict.com) – rented a green waste yard dumpster cleaned up brush pile. Pamma neighbors helped get rid of what didn't fit. Lupe took truck load to Live Oak dump day, a trailer load of scrap metal went to Empire Steel, lots of spring cleaning. Bought squirrel traps, no luck yet. Barrows is requesting we start spraying the back lot before Memorial Day. We already have a lot on our plate but will work on spraying this week. We will help band get their chairs and stands here in a trailer, still seeking a guess speaker, Jone's Flyover is pending their schedule, Ceremony is 11:30am encourage our Board to be present.
  - iv. Grounds Report – No report submitted
7. Board Discussion & Possible Action Items:
  - A. Resolution Ordering Engineer's Report – David motioned to approve the ordering of the engineer's report. Cindy gave a 2<sup>nd</sup>. There were 4 yes, 1 absent, 0 noes, 0 abstain.
  - B. Resolution Approving the Engineer's Report – Stephanie motioned to approve the report with a 2<sup>nd</sup> from David. There were 4 yes, 1 absent, 0 noes, & 0 abstain
  - C. Resolution of Intent to Continue Levy & Collect Assessment for 2023-2024 – Cindy motioned to continue to collect assessment, with a 2<sup>nd</sup> by Stephanie. There were 4 yes, 1 absent, 0 noes, & 0 abstain.



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8. No Closed Session
9. Trustee Comments & Discussion – None
10. Adjournment – 1<sup>st</sup> by David, 2<sup>nd</sup> by Cindy. Meeting adjourned at 5:30pm

**The next meeting is scheduled for Wednesday June 14<sup>th</sup>, 2023, at 5:00pm**