



## Meeting Minutes 12-13-2023 – Page #1 of 2

1. Meeting was called to order at 4:04 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. November 8<sup>th</sup>, 2023 meeting minutes
  - B. November 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 November = 2 // 1 Infant // 1 Full. Sold 3 including a large private estate. Used 1 pre-needs transferring \$935 from PN to Gen Fund. Total deposit for Nov \$15,494.65 // PN = \$11,910.27 // Endow = \$1,800 // General = \$1,784.38 - No major purchases to report
  - ii. Incidents/Safety Report – no incidents to report, monthly safety meetings are being held.
  - iii. Correspondence –Quickbook payroll fee increasing \$1.25 to \$4 per person. Webcemeteries are also increasing their monthly fees. Helena credit app approved. Reminder that Board Members must be sworn in after every reappointment. Outside payroll is going ok, but communicating with the County has been a challenge. We are 3 months in, and they are now changing the supporting documentation we submit. It has been very time-consuming trying to adjust to their needs. I am considering hiring a CPA consult so I have someone to review my processes. Wreaths Across America is this Saturday at 9am. We are all set and ready. LOHS will be sending volunteers, LO Lions and American Legion will all be present.
  - iv. Grounds Report – Repaired another leak in the mainline. Had to remove a portion of the sidewalk. Guys were able to do it, saving us a ton of money! We also repaired a valve that was not shutting off. Very proud of the grounds crew.
7. Board Discussion & Possible Action Items:
  - A. OM Stone Bench Request – Stephanie made a motion to approve the requested bench headstone, with the following modifications. The custom foundation may not exceed 48”L x 24”W and must have a signed waiver releasing the cemetery of any liability if. The seat & letters may not exceed 38” in length. There must be at least 1 vase incorporated in the foundation/stone. The vendor must send over proof of changes before installation. Cindy seconded the motion. All ayes, motion passed.



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- B. Laurie projects that 2024 qtr 1 payroll will be approximately \$40,000. There is a approx. balance of 6,700 in the payroll account. David made a motion to transfer \$35,000 from fund 6402 (general fund) to Plumas Bank payroll account. A 2<sup>nd</sup> by Stephanie. All Ayes, motion passed.
8. Closed Session – N/A
  9. Trustee Comments & Discussion – Scott wished everyone a Merry Christmas and thanked the Board for adjusting the meeting to 4pm.
  10. Adjournment – David motioned to adjourn the meeting at 4:31pm, a 2<sup>nd</sup> from Cindy. Meeting adjourned.

**The next meeting is scheduled for Wednesday January 10<sup>th</sup>, 2023, at 5:00pm**