



Meeting Minutes 08-14-2024 – Page #1 of 2

1. Meeting called to order at 5:05 p.m.
2. Roll call of the Board of Trustees - Present: Scott Davis, David Schmidl, Cindy Wingfield & Stephanie Allan, Debbie Charlesworth
3. Pledge of Allegiance led by David.
4. Public comment on any agenda item, Open or Closed – None
5. Consent Calendar
 - A. July 10th, 2024, meeting minutes
 - B. July monthly claims

A motion was made by David to approve the consent calendar. Cindy gave a 2nd, all yes, motion passed.
6. Office Managers Monthly Report:
 - i. Burials for July = 4 Ash. Sold 3 PN and used 1 transferring \$577.50 from PN to Gen Fund. Deposit total was \$13,777.21 with \$9,28975 in PN // \$1,400 in Endow // \$3,087.46 in General – No major purchases
 - ii. Incidents/Safety Report – Limb went down 30 min before funeral arrival, guys managed to get it all cleaned up without any interruptions.
 - iii. Correspondence – PERS employer contribution increased \$8.28 per payroll. Copier and water service companies were bought out, does not affect pricing. Payables with the county for the months of June and July have taken longer than usual to be paid. Credit card late fees with a 45-day payment window. In preparation for the new Workday system, Scott & I met with the County IT department to get our secure access. Still waiting for access to workday which is going to make our audit that much harder on Friday 8/16. Purchased a new vacuum for the office. Several training courses are coming up in Oct, working on getting scholarship money. PCA sent out a 2024 recap email that is filled with information that was forwarded to each one of you. Had a cremation burial cancel last minute, open/close was forfeited.
 - iv. Grounds Report – Laurie passed the private spray applicator’s test. Pressure washed front office per Scott’s request. Trimmed all low hanging branches throughout the whole cemetery. Safety precautions as well as it opened the cemetery up. Adjusted irrigation for better coverage, greenest cemetery around. Still chipping away at the cement pile in the back. The guys started a curbing project that will make the cemetery look more finished and will allow us to edge the grass better.
7. Board Discussion & Possible Action Items:
 - A. Workplace Violence Policy – Stephanie motioned to approve the presented workplace violence policy in compliance with SB 553. It was requested that a separate page for annual training and policy review would also be included in the safety binder. A second came from Debbie. All ayes, motion passed unanimously.



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- B. Employee Evaluations – Discussion only
 - C. Vacant Grounds Position – Stephanie made a motion to approve Trynton Cassady's resignation as of July 26th, 2024. David gave a second motion to approve. Motion passed unanimously.
 - D. Update on AT&T Phone Contract – David made a motion to approve the presented AT&T contract once it is revised to reflect the terms of 5-years in writing and that it would then reduce to \$35/month. Stephanie seconded the motion, all ayes. Motion passed.
8. Closed Session – Stephanie made a motion to enter closed session @ 5:51pm. David gave a 2nd
9. Reconvene to Open Session – David motioned to reconvene. Cindy gave a 2nd. Exited closed session at 6:06pm
10. Report of any action taken during closed session – Stephanie made a motion to hire Martin @ \$22/hour with benefits going into effect after 30 days, and on a 90-day probation to fill the vacant position and increase Lupe & Richard to \$23.50 and Laurie to \$28.22. Raises will go into effect at the next payroll ending 9/6/24. Vice Chair David requested voting be done by roll call. Scott: Yes, David: No, Cindy: Yes, Debbie: Yes, & Stephanie: Yes. Motion passed by the majority.
11. Trustee comments or discussion – Stephanie asked if there was a need for a Memorial Wall and suggested we investigate something like our Veteran Brick wall where loved ones who are not buried in LOCD and are not Veterans can be honored. Laurie said she thought there was a need for it and to include a small vase with the plaque. The board complimented how awesome the cemetery looks. Green manicured and clean.
12. Adjournment – Stephanie motioned to adjourn the meeting at 6:11pm. A 2nd from David.

The next meeting is scheduled for Wednesday September 11th, 2024, at 5:00pm