



**Meeting Minutes 08-09-2023 – Page #1 of 2**

1. Meeting was called to order at 5:01 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. July 12<sup>th</sup>, 2023 meeting minutes
  - B. July 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 July = 1 Full // Sold 1 PN, Used 0 // No major purchases to report
  - ii. Incidents/Safety Report – Thought there was a mix-up with fuel when delivered, Dawsons came out to check. Close call with a limb falling near maintenance staff. No injuries to report, held safety meeting on being aware of your surroundings above and around you.
  - iii. Correspondence – Attended the PCA conference in Grass Valley. Green burials are fascinating, I don't see much of a need in our area. There are several meetings/trainings coming up in October. The GSRMA annual event is Oct 19-20, great for Board and Staff to meet & greet. FY22-23 audit is scheduled for Aug 21<sup>st</sup>. Laurie pointed out that grounds has been doing a great job a staying busy during slower months. Cemetery looks fantastic, open to tasks or suggestions from the Board.
  - iv. Grounds Report – Report submitted by Trynton
7. Board Discussion & Possible Action Items:
  - A. Revision of PN contract 0855 – A motion was made by Scott to revise the contract at the request of the purchaser. David seconded the motion, all yes. Motion carried.
  - B. Price sheet additions/changes – Stephanie motioned to add above ground vase options to the price sheet at \$135/vase not including S&H. These vases will be ordered when the customer purchases them. She also motioned to increase current vase options as follows: Zinc Completes \$125.00, Galvanized inners \$40 and Galvanized Completes will be \$50. All vases are subject to sales tax. Cindy gave a second. All yes, motion passed.
  - C. Purchase of gas powered tools – After quotes and prices were presented, David motioned to purchase 3 weed eaters and 1 blower from Bakers Supplies totaling approx. \$1,405. A second came from Stephanie. All ayes, motion passed.
  - D. Hiring of 3<sup>rd</sup> party payroll – Stephanie made a motion to hire Berg & Chatfield to handle payroll services & reporting, the District will move away from the County payroll system. David seconded the motion, after discussion, all yes. Motion carried.



**Meeting Minutes 08-09-2023 – Page #2 of 2**

- E.** Establishing a private financial institution for payroll & business purposes. District Manager, Laurie Schuster and Board Chair Scott Davis will be authorized signers on the account – David made a motion to open a checking account with Plumas Bank for payroll services. Cindy seconded the motion, all ayes. Motion passed.
- F.** Election of Board Treasurer – County will still be the District Treasurer, no action taken.
- 8. Closed Session - None
- 9. Trustee Comments & Discussion – Scott requested the main gate at N. Butte be cleaned up along the ditch line.
- 10. Adjournment – David motioned to adjourn the meeting at 6:01pm, a 2<sup>nd</sup> from Stephanie. Meeting adjourned.

**The next meeting is scheduled for Wednesday Sept 13<sup>th</sup>, 2023, at 5:00pm**