



Meeting Minutes 01-08-2025 – Page #1 of 2

1. Meeting called to order at 5:00 p.m.
2. Roll call of the Board of Trustees - Present: Board Chair: Scott Davis, Vice Chair: David Schmidl, Debbie Charlesworth, Cindy Wingfield & Stephanie Allan
3. Pledge of Allegiance led by David.
4. Public comment on any agenda item, Open or Closed – None
5. Consent Calendar
 - A. November 13th, 2024 meeting minutes
 - B. November & December monthly claimsA 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 Nov-Dec = 5 Full - Total Burials for 2024 = 56 // Full = 29 // Ash = 19 // Niche = 8 //
Sold 4 PN between Nov & Dec, used 1 PN = \$1,800
Deposits totaled \$16,630.12 // PN = \$9,983.58 // Endow = \$1,200 // General = \$11,713.62 – Laurie printed trial balances for each fund with 23-24 balances carried over and explained each one to the Board – No major purchases, but Laurie suggested the Board considers a development plan for the next couple years, such as front entrance, planting of trees, additional private estates, equipment, etc.
 - ii. Incidents/Safety Report – Cars speed through the cemetery, especially since most of our burials are taking place in the Northern side of our cemetery, they gain speed coming from the back. Guys suggested installing speed bumps to help slow traffic. Guys said they can install them.
 - iii. Correspondence – Quickbook is increasing payroll check fee to \$5 per check. New website regulations went into place at the new year, we are in full compliance thanks to using Streamline. WAA was a success even with the horrible weather. The District spent about \$75 on the event. Staff attended free training in Galt and found it to be very informative. Laurie reported a list of upcoming training dates for both the board and staff. Laurie reported in length tasks and activity that has taken place over the last couple months. Attendance for 2024 was presented and all leave was reconciled. CA sick leave is now 40 hours.
 - iv. Grounds Report – Preventive tree maintenance that was done in the Fall really helped during the winter storms. We did not have any significant damage or loss of limbs. Tons of compliments from the public, with some going as far as sending hand written thank you cards. North Butte serviced. Attending spray safe on 15th. Removed giant dirt hill inside maintenance yard.



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7. Board Discussion & Possible Action Items:

- A. Quarterly Payroll Transfer \$50,000 (Jan-Mar) – Stephanie made a motion to approve \$50,000 moved from our general fund to our Plumas Bank payroll account. Debbie gave a second. Motion passed unanimously.
- B. Past Due Premeed Contracts – No action taken
- C. Update Employee Handbook sick leave policy – David made a motion to update the sick leave policy per CA labor law. Cindy gave a 2nd. All ayes, motion passed.

8. Closed Session – No closed session

9. Trustee comments or discussion – Stephanie likes the curb installed by the guys.

10. Adjournment – Stephanie motioned to adjourn the meeting at 5:30pm with a second from Debbie

The next meeting is scheduled for Wednesday February 12th 2025 at 5:00pm