



Meeting Minutes 11-13-2024 – Page #1 of 2

1. Meeting called to order at 5:03 p.m.
2. Roll call of the Board of Trustees - Present: Board Chair: Scott Davis, Vice Chair: David Schmidl, Debbie Charlesworth Absent: 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. October 9th, 2024 meeting minutes
 - B. October monthly claims

A motion was made by David to approve the consent calendar. Debbie gave a 2nd, all yes, motion passed.
6. Office Managers Monthly Report:
 - i. Burials for October = 1 Full & 3 Ash // Sold 2 PN and used 0 PN
Deposits totaled \$5,998.15 // PN = \$3,092.29 // Endow = \$800 // General = \$2,105.86
Purchases – Had office floors stripped and waxed – Lots of buildup will need to be done again soon.
 - ii. Incidents/Safety Report – Down branch came close to an employee, used this as a safety training to not work under the tree canopy during windstorms and to always check the canopy before working under it.
 - iii. Correspondence – Finally have access to County’s new system, Workday. Still a lot to learn but we can now run reports, enter our own claims and deposits. 23-24 balances haven’t carried over, and payroll fees haven’t been entered. Deadline to purchase additional calendars featuring our cemetery ended on Sept 30th. CalPERS sent back a \$200 late fee we paid as I had appealed it. Wreaths Across America deadline is Nov 22nd went on the radio to try and promote it. Ceremony will be held Dec 14th @ 9am. Checked with our insurance on our fence expansion, we have over 20k coverage, which is sufficient. Used a different vendor on the floors during our 3-day weekend. The job was much more labor than he expected saying that in some areas the floors were burnt, and he would like to come back in 6 months and focus on a section of the office. It will take about 3 sessions to restore the floors.
 - iv. Grounds Report – Seasonal position has ended. Guys removed everything from the shop and pressure washed the walls. Bought some shelving for them to reorganize. N. Butte is maintenance once a month.
7. Board Discussion & Possible Action Items:
 - A. David made a motion to send all employees to the GSRMA training in Galt. Debbie gave a second, motion passed unanimously.
 - B. Scott made a motion to send out certified letters to delinquent preneed accounts notifying them. David 2nded the motion, all ayes. Motion passed



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- C. David made a motion to approve spending \$500 to renew our CASDA membership. Debbie gave a second to the motion. All ayes, motion carried.
 - D. Scott made a motion to increase the monthly spending limit on Laurie's credit card to \$10,000. Debbie gave a 2nd, motion carried.
 - E. David made a motion to approve all revised safety policies (Heat Illness Indoor & Outdoor, Injury & Illness Prevention, Emergency Action Plan & Workplace violence) as presented. Debbie seconded the motion. All ayes, motion passed.
8. Closed Session – No closed session
9. Trustee comments or discussion – The Board thanked Larry Evans, Board Chair of the Gridley-Biggs Cemetery for sitting in on our meeting.
10. Adjournment – David motioned to adjourn the meeting at 5:23pm with a second from Debbie

The next meeting is scheduled for Wednesday December 4th, 2024, at 5:00pm