



**Meeting Minutes 06-14-2023 – Page #1 of 2**

1. Meeting was called to order at 5:25 p.m.
2. Roll call of the Board of Trustees - Present: Scott Davis, David Schmidl, Stephanie Allan, Absent: Debbie Charlesworth, Cindy Wingfield
3. Pledge of Allegiance led by David
4. Public comment on any agenda item, Open or Closed – none
5. Consent Calendar
  - A. May 10<sup>th</sup>, 2023 meeting minutes
  - B. May monthly claimsA 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 March = 4. Full = 2 OS = 1 and Ash = 1. Deposit totals = \$11,143.82 Endowment \$400 Pre-need (PN) \$3,151.08 and General Fund \$7,592.74. Sold 1 PN and used 1, transferring \$3,340 from PN to Gen Fund. No major purchases to report.
  - ii. Incidents/Safety Report – None
  - iii. Correspondence – Memorial Day was successful, open to feedback. Will list Board members in the program. Keys issued to our seasonal employee and issued an alarm code. Shop alarm system. Presented above ground vase options to the Board that we could possibly stock as a revenue option. Several upcoming trainings and conferences provided by GSRMA & PCA. County is planning on not handling special district payroll anymore, but has not notified special districts. It was disclosed at a year-end meeting Laurie had with the auditors office. They are planning to go live around Dec. Our RMAP report was approved and we were awarded \$1,100 for identifying and correcting a risk.
  - iv. Grounds Report – Report submitted by Trynton
7. Board Discussion & Possible Action Items:
  - A. Resolution Confirming Diagram and Assessment and Ordering Continued Levy. (Streets & Highways Code section 22631.) Individual votes were taken. 3 Yeses: Scott, David & Steph. 2 Absent: Debbie & Cindy, 0 Noes & 0 Abstain
  - B. Chair & Vice Chair Elections – David made a motion to keep Scott as Board Chair, Stephanie gave a 2<sup>nd</sup> and made a motion to appoint David as Vice Chair. Scott seconded her motion to appoint David as Vice Chair. Both motions passed unanimously.
  - C. CSDA Membership – Promotion period, “pay what you can” – Scott motioned to pay \$300 for the remainder of 2023. A 2<sup>nd</sup> by Stephanie, motion passed unanimously.
  - D. Delinquent Pre-need Accounts – Discussion was had over past due accounts, and possibility of placing leans on the grave spaces. Laurie will send out certified letters as a



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final attempt to collect and make sure customer contact is correct. No action taken at this time.

8. Stephanie made a motion to recess to closed session for personnel. David gave a 2<sup>nd</sup>, entered closed session at 5:51pm
9. David made a motion to reconvene to open session at 6:28pm. A 2<sup>nd</sup> by Stephanie, all ayes, motion passed.
10. Report on action taken during closed session – Employee evaluations were conducted. Compensation and raises were approved accordingly. Richard was given a \$3/hour increase. Lupe was given a \$1/hour increase and Laurie was given a \$2/hour increase. All increases will be effective in the 1<sup>st</sup> pay period of FY:23-24 which begins 7/1/23. A motion was made by Stephanie, with a second from David. All yeses, motion passed.
11. Trustee Comments & Discussion – None
12. Adjournment – 1<sup>st</sup> by Steph, 2<sup>nd</sup> by David. Meeting adjourned at 6:30pm

**The next meeting is scheduled for Wednesday July 12<sup>th</sup>, 2023, at 5:00pm**