



## **Meeting Minutes 03-13-2024 – Page #1 of 2**

1. Meeting was called to order at 5:09 p.m.
2. Roll call of the Board of Trustees - Present: David Schmidl, Stephanie Allan, Cindy Wingfield & Debbie Charlesworth. Absent: Scott Davis
3. Pledge of Allegiance led by David
4. Public comment on any agenda item, Open or Closed – one member of the public in attendance.
5. Consent Calendar
  - A. Feb 13<sup>th</sup>, 2024 meeting minutes
  - B. February monthly claims

A motion was made by Cindy to approve the consent calendar. Debbie gave a 2<sup>nd</sup>, all ayes, motion passed.
6. Office Managers Monthly Report:
  - i. Burials for December = 7 // 3 Full // 4 Ash. Sold 6 PN and used 0. Total deposit for Feb \$21,537.83 // PN = \$8,737.29 // Endow = \$2,600 // General = \$10,200.54 – We had a \$7,306 check bounce and has been corrected. The correction will show on the March books. No major purchases.
  - ii. Incidents/Safety Report – No incidents or safety issues to report. All fire extinguishers were serviced.
  - iii. Correspondence – PCA spring newsletter had a great read about the hardships of being a small cemetery district. RMAP application through GSRMA has been submitted, working on the requested documents. The final draft of audit report has been received and submitted to the County & State. Been very busy with PN sales and burials, both require a ton of record keeping.
  - iv. Grounds Report – Ground protection mats approved at last meeting were ordered. Shipping was \$800, we were able to get 6 mats total with the approved funds. Station 1 & 3 are not communicating with the timeclock. Tried to repair in house with no luck, we have scheduled Barrows to come out.
7. Board Discussion & Possible Action Items:
  - A. Section 6 custom bench request – Stephanie made a motion to approve the Salazar custom bench in section 6 with the following specifications. Granite Foundation (signed waiver) is 48”x24”x4”, Custom lettering “TICO” is 36” length with a 40” bench seat if it does not overhang the foundation. The lettering and seat must be centered on the pad using pins to secure in place allowing for a 4”-6” boarder on foundation. Each grave space is 48” wide, we do not want to seat of the bench or lettering to run to the edge of the 48” foundation and risk touching the stone of the next grave. This will allow room for equipment and maintenance. This motion was seconded by Cindy. All ayes, motion passed.



**Meeting Minutes 03-13-2024 – Page #2 of 2**

- B. Stephanie made a motion to approve the AT&T opposition letter as presented, a 2<sup>nd</sup> from David. All in favor, motion passed.
  - C. Stephanie made a motion to transfer \$60,000 from fund 6402 with the county treasurer to the District's Plumas Bank payroll account for 2024 2<sup>nd</sup> quarter. Debbie gave a 2<sup>nd</sup>. Motion passed unanimously.
  - D. Seasonal Position Start Date – Laurie reported that she bringing the seasonal employee back early April. This duty is with her job description, there was no opposition from the board. No action was taken.
  - E. Removal of Current Arch on middle roadway – David made a motion to remove the current arch due to it being a safety hazard with the wood rotting. Stephanie gave a 2<sup>nd</sup>. Discussion, all ayes, motion passes.
8. Closed Session – none
9. Trustee comments or discussion – Welcomed Debbie back.
10. Adjournment – Stephanie motioned to adjourn the meeting at 5:41pm, with a 2<sup>nd</sup> from Cindy. Meeting adjourned.

**The next meeting is scheduled for Wednesday April 10<sup>th</sup>, 2024, at 5:00pm**