



Meeting Minutes 09-09-2026 – Page #1 of 2

1. Meeting called to order at 5:01 p.m.
2. Roll call of the Board of Trustees - Present: Chair: Scott Davis, Stephanie Allan & Cindy Wingfield. Absent: Debbie Charlesworth
3. Pledge of Allegiance led by Scott
4. Public comment on any agenda item, Open or Closed – No public comment.
5. Consent Calendar
 - A. August 12th, 2026 Board Meeting Minutes
 - B. August 2026 Monthly ClaimsJoe motioned to approve the consent calendar. Cindy gave a 2nd. Motion passed unanimously.
6. District Managers Monthly Report:
 - i. Burials in August totaled 2 – Ash = 2
Sold 1 PN in August, used 1 transferring a total of \$2,071 to general fund. Deposits for August totaled \$15,627.99 // PN = \$6,063.17 // Endow = \$900 // Gen Fund \$8,664.82 – Major Purchases – 10 graveliners were purchased as well as the medallions to mark Veteran graves. Tree work billing has not come in yet.
 - ii. Incidents/Safety Report – No safety issues to report, monthly meetings held. Customer complaint about corner of foundation was broke, no damage to actual monument.
 - iii. Correspondences – Waiting for County to close books for FY25-26 before they can finalize our audit. Jeff Spence confirmed that the parcels in question about the assessment tax have been added back to the roll roster. No explanation as to why they were removed or added back. It did cost us \$80 to reach out to legal regarding this. We earned \$247.65 from the RMAP program through GSRMA. A letter of intent was sent for us to participate this year. Upcoming trainings in October. Oct 8-10 in San Francisco Public Cemeteries, and Oct 21-23 annual GSRMA conference. Laurie is unsure what days she will be able to attend as both conferences are 3 days. Lions Club reached out about Wreaths and we have set a date of Dec 19th Saturday at 9am. Laurie will attend a Lions Club meeting on the 21st to go over ceremony expectations. We will reach out to the High School and FFA to see if they would be willing to help. Past due preneed contracts, 1 has been paid and 2 are still delinquent. On Sept 30th those contracts will be voided and all funds lost.
 - iv. Grounds – North Butte serviced. Lupe painted the office ramp. Keeping the dumpster locked has deterred the trash dumping. Starting on the 14th guys will switch to winter hours, 7-3:30pm. Nee Full-Time employee will start on the 28th and the seasonal and part-time employees will be reduced. Between 9/28-10/12 we will have a heavy staff load. Training takes time away from the guys and slows them down. This overlap of help with help them from falling behind.



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7. Board Discussion & Possible Action Items:
 - A. Headstone Request in Section 4 – Joe made a motion to follow the headstone authorization on file with the District, dated 1/16/15 stating a “pillow marker over the current marker”. For a removal and new install to take place, a new authorization form would need to be signed by the same people who signed the one currently on file. Stephanie seconded the motion. All ayes, motion carried.
 - B. Stephanie made a motion to approve the Amended CalPERS Retirement Contract, updating the verbiage to reflect both Classic & PEPRA Participants. A second came from Cindy. Motion passed unanimously
 - C. Joe made a motion to approve the 2026-26 Resolution Authorizing an Amendment to Live Oak Cemetery District CalPERS retirement contract with correction to the resolution number from 2026-26 to Resolution 26-06. Stephanie gave a 2nd. All ayes, the motion carried.
8. Trustee Discussion and Comments – None
9. Adjournment – Stephanie motioned for adjournment at 5:45pm. A second came from Cindy

The next meeting is scheduled for Wednesday October 14th 2026, at 5:00pm