



## **Meeting Minutes 09-10-2025 – Page #1 of 2**

1. Meeting called to order at 5:00 p.m.
2. Roll call of the Board of Trustees - Present: Chair: Scott Davis, Vice Chair: David Schmidl, Stephanie Allan & Debbie Charlesworth. Absent: Cindy Wingfield
3. Pledge of Allegiance led by David
4. Public comment on any agenda item, Open or Closed – No public comment.
5. Consent Calendar
  - A. August 13<sup>th</sup> Board Meeting Minutes
  - B. August Monthly ClaimsDavid made a motion to approve the consent calendar with a 2<sup>nd</sup> from Debbie. Motion carried unanimously.
6. District Managers Monthly Report:
  - i. Burials for August totaled 1 full burial which also took place on a Saturday. Sold 0 PN, used 1 transferring \$1,037 from PN to General Fund. Deposits for Aug totaled \$7,892.73 – Informed board we will be making a large purchase of cement supplies for the private estates and trash cans purchased.
  - ii. Incidents/Safety Report – End of August, a limb came down over the weekend and no damage was done to stones or equipment. Monthly safety meeting per usual.
  - iii. Correspondences – FY: 24-25 audit preparation is underway. Fees are \$4,400 this year and in 2026 we will have to renew our 3 year contract. Laughlin & Spence has confirmed parcel listing and engineers report were submitted to the County. His fees were the same. Since last meeting the copier was purchased and will be delivered next week. Trash cans and private estates also purchased. Guys and I are working on placement for them. We looked at a local nursery for trees but did not find what we were looking for. Still have not found a solution to our outrageous phone bill. Polyguard, our vault and liner vendor announced they have partnered with Bakers Supplies as a distributor. Liners are \$100 more than before. Have not purchased vaults through him. There are no other vendors of vaults/liners made of Poly. GSRMA is having their annual 2 day training for all trustees, and managers on Oct 9-10<sup>th</sup>. Need to register soon!
  - iv. Grounds – 100% gopher free!!!! 1<sup>st</sup> time since I've been employed here. The guys have worked hard to eliminate them. We have reduced our seasonal employees hours to extend his season through October. Guys have gone back to winter hours of 7-3:30pm with darker mornings. Historic headstone in the front had a broken foundation and the guys repaired it making it look much nicer upfront. Equipment is in good working condition, prep work has begun for placement of trees and estates to make sure we are still maximizing the grave spaces. Reduced watering schedule. Visited neighboring cemeteries and the hard work our guys put in really shows. Wish we could extend our cemetery boundaries to allow for a larger resident pool.



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7. Board Discussion & Possible Action Items:
  - A. David motioned to approve \$65,000 being transferred to our Plumas Bank Payroll Account for Payroll covering Oct-Dec 2025. Stephanie gave a 2<sup>nd</sup>. Motioned passed unanimously
8. Trustee comments or discussion – Scott wanted to give grounds men credit for how well the cemetery looks and congrats on no gophers! It was suggested to cancel the October board meeting and resume November 12<sup>th</sup>.
9. Adjournment – David motioned to adjourn the meeting at 5:18pm. Stephanie gave a 2<sup>nd</sup>.

**The next meeting is scheduled for Wednesday November 12<sup>th</sup>, 2025, at 5:00pm**