



Meeting Minutes 08-12-2026 – Page #1 of 2

1. Meeting called to order at 5:06 p.m.
2. Roll call of the Board of Trustees - Present: Chair: Scott Davis, Debbie Charlesworth
Stephanie Allan, Cindy Wingfield & Joe Berry
3. Pledge of Allegiance led by Scott
4. Public comment on any agenda item, Open or Closed – No public comment.
5. Consent Calendar
 - A. July 8th, 2026 Board Meeting Minutes
 - B. July 2026 Monthly ClaimsStephanie motioned to approve the consent calendar. Debbie gave a 2nd. Motion passed unanimously.
6. District Managers Monthly Report:
 - i. Burials for July totaled 6 – Ash = 3, Full = 3 Deposits for July totaled \$14,872.54 across all funds.
 - ii. Incidents/Safety Report – No incidents to report
 - iii. Correspondences – Laurie reported the audit was completed with significant findings. Also reported that Spence & Laughlin brought to attention there are several parcels that the County has collected in the past but they are not planning to collect this year. Totaling over \$5,000. All the apartments in LO are being removed from the tax roll list. Laurie and Jeff are trying to get more information from the County as our tax is a special tax. The F150 has a recall on the backup camera. We will need to take to Ford and get it corrected. Laurie just got back from vacation and was catching up with emails and phone calls.
 - iv. Grounds – Guys would like to move forward with the medallions or whatever we plan to mark Veteran graves with. They would like to start getting them marked before winter. The new full-time hire did not work out and we currently have two part-time seasonal guys working. Lupe is feeling the pressure. We are still accepting applications for full-time and hope to get someone on before Richard's season ends. The other part-time person is attending college and will have limited availability. Due to burials and limited staff, North Butte will be maintenance this coming week. New fiscal year, we will be ordering general supplies such as liners, concrete and rebar.
7. Board Discussion & Possible Action Items:
 - A. Debbie made a motion to approve the appointment of Joseph "Joe" Berry to fill the vacant trustee position. Cindy gave a 2nd. All ayes, motion carried.
 - B. Stephanie motioned to approve the Resolution of Intent to approve an amendment to contract between the Board of Administration Public Employees' Retirement System and the Board of Live Oak Cemetery District. A second came from Debbie. Motion passed unanimously



Meeting Minutes 08-12-2026 – Page #2 of 2

8. Closed Session – Stephanie made a motion to recess to closed session at 5:23pm. Cindy gave a second.
 - A. Public Employee Performance Evaluation (Gov. Code Section 54957)
9. Reconvene to Open Session – Joe motioned to reconvene to open session at 5:52pm with a 2nd from Cindy. Motion Carried.
10. Report of any action taken in closed session – Joe made a motion to approve the performance evaluations as presented giving the District Manager Laurie Schuster a \$1 raise, Lead Grounds Lupe Duran a \$1 raise Seasonal Grounds Richard McConnell \$1 raise and Part-time grounds Logan \$2 raise. All raises will go into effect next pay period (PP19)
11. Trustees Discussion & Comments – Board welcomed new trustee Joe Berry. Joe suggested a community need list. If the community is aware of the needs then maybe clubs such as the Lions could help. In regard to the cost of the medallions.
12. Stephanie motioned for adjournment at 6:05 pm. A second came from Cindy

The next meeting is scheduled for Wednesday September 9th 2026, at 5:00pm