



Meeting Minutes 06-10-2026 – Page #1 of 2

1. Meeting called to order at 5:09 p.m.
2. Roll call of the Board of Trustees - Present: Chair: Scott Davis, Debbie Charlesworth, Cindy Wingfield & Stephanie Allan
3. Pledge of Allegiance led by Scott
4. Public comment on any agenda item, Open or Closed – No public comment.
5. Consent Calendar
 - A. April 8th, 2026 Board Meeting Minutes
 - B. April & May 2026 Monthly ClaimsStephanie motioned to approve the consent calendar. A 2nd came from Cindy. Motion passed unanimously.
6. District Managers Monthly Report:
 - i. Burials for April & May totaled 8 – Ash = 3, Full = 5
Used 2 pre-needs transferring a total of \$2,360.54 to general fund. Deposits for both months totaled \$35,705.46 Laurie broke-down deposits for each fund. No major purchases in April, bought small flags for Veteran graves cost was under \$1,000. Still have not been billed for tree work and have reached out to company.
 - ii. Incidents/Safety Report – Several tree limbs came down in both April & May with one happening while public was in the cemetery. Everything was managed in house and no injuries were reported.
 - iii. Correspondences – Memorial Day costs to the District was about \$150 in refreshments and Thank You's, donations from Ghag Family, Duran Family and Allan Family helped keep district costs down. Great turn out and the City Council even mentioned it at their meeting that it is a great event. SB827 was passed in Oct 2025 and went into effect Jan of 2026 and is required by all managers and trustees. Working with our insurance company to get online training. July 30-31 is the PCA conference in Grass Valley and this is a great one for all employees and trustees to attend as it's specific to cemetery districts. Oct 21st-23rd is the GSRMA annual conference. We do get reimbursed for lodging and milage. Laminate floors stripped and waxed. Estate that we did not order was delivered. We have not heard from the company as to why they shipped it to us. AT&T landline was not disconnected when we transferred our phone lines to mobile so we got a bill on our old account. After getting that resolved we realized our alarm was not working as it connects through the landline. We installed cell packs on each alarm pad which will cost the district an additional \$288 a year. Sales & Use tax payment was never received, we accrued over \$50 in penalties and interest. County says without the physical check they can't stop payment they have to let it time out. Laurie realized the vendor listed was Franchise Tax Board instead of CA Tax & Fees but the mailing address is the same. The check was sent out in April and still has not been cashed. 25-



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26 fiscal year is coming to a close and the County has set out deadlines to ensure the books close by July 31st

- iv. Grounds – Guys worked hard prepping for Memorial Day. Lupe emailed the city about the front parcel they own but never maintenance and they said they would get on it. Nothing happened and he let it go for some time before mowing it. Pictures were taken to show the condition it can get. Had a short in irrigation and station 2 was not talking to the timeclock. Guys came up with the genius idea to run wire about ground and see if that fixes it, if so we can just run new wire. That was the problem and the guys had it fixed in a short time and didn't tear up the grass doing so. They also laid blacktop patch since they had to lay the wire across the road. Laurie showed the board a possible solution to marking Veteran graves with blue dot. We glued one on a piece of cement to see how the weather stands. Lupe has been taking pictures to document the change. Full-time grounds person gave their resignation this week, we have submitted our job description with Sutter County 1 Stop and have already received a few resumes. We plan to leave it open through the weekend.

7. Board Discussion & Possible Action Items:

- A. Debbie motioned to accept David Schmidl's letter resigning from the LOCD Board. Stephanie gave a 2nd. Motion carried
- B. Stephanie made a motion to send a certified letter, signed for proof of delivery to all past due contracts giving them until September 30th to pay their contracts in full. Debbie gave a 2nd. All ayes, motion carried.
- C. Stephanie made a motion to approve the price sheet as presented noting the change to late fees being \$25 per month. The effective start date will be 7/1/26 the start of the fiscal year. A 2nd came from Cindy. Motion passed unanimously
- D. Stephanie made a motion to approve the presented 6402 budget for fiscal year 26-27. Debbie gave a 2nd. Motion carried.
- E. Cindy made a motion to approve the budget for 6416 as presented for fiscal year 26-27. The 2nd came from Stephanie. No ayes, motion carried.
- F. Review and Approve Financial Report for Fund 6414 was tabled
- G. Review and Approve Financial Report for Fund 6410 was tabled
- H. Cindy made a motion to approve the quarterly payroll transfer of \$65,000 from the General fund to Plumas Bank to cover payroll services between July-September. Debbie gave a 2nd and the motion carried unanimously.

8. Trustee Discussion and Comments – Discussion about empty trustee positions.

- 9. Adjournment – Stephanie motioned for adjournment at 6:29 pm. A second came from Cindy

The next meeting is scheduled for Wednesday July 8th 2026, at 5:00pm