

**LOWER LAKE CEMETERY DISTRICT**  
9040 Lake Street, P. O. Box 1193, Lower Lake, CA 95457  
(707) 994-7820 Fax (707) 994-7883  
e-mail: llcd95457@gmail.com

**MINUTES**  
**FOR REGULAR MEETING**  
**APRIL 20, 2022**  
**10:00 a.m.**

(Recorded for transcription only)

**1. CALL TO ORDER**

Time: 10:22 A.M.

**2. ROLL CALL OF BOARD MEMBERS & STAFF**

( x ) Iris Hudson ( x ) Karen Graf ( x ) Bob Minenna  
ABSENT: Chery Craddick

**3. AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS**

Consideration of adding emergency matters or items for which there is a need to act, and the need to act arose after the agenda was posted.

**4. PUBLIC COMMENTS. CONSENT CALENDAR**

Consent items are non-controversial and will be acted upon at one time without discussion. Any Member of the Board or public may pull any consent item for discussion and separate action.

**5. CONSENT CALENDAR**

1. Financial reports for the period March, 2022
2. Accounts Payable Report for March, 2022 \$ 8,558.12
3. Employee Payroll reports for March 2022
4. Deposits for March, 2022 totaled **Gross \$ 14,501.02**      **Net \$ 14,751.02**

Net amounts are determined by deducting endowment care, pre-paid burials, sales tax from the gross.

5. Fiscal Year Revenue to Date Report July 1, 2021 through June 30, 2022
6. Consider for approval minutes for the March 16, 2022 Regular Board Meeting.

**Action Taken:** Motion made to approve Consent Calendar as presented      GRAF/MINENNA M/S/C

**AYES:** GRAF/MINENNA/HUDSON

**NOES:** NONE

**ABSENT:** CRADDFICK

**6. OLD BUSINESS:**

- 6.1. Follow up on the new Accountancy firm's progress on the bi-annual audit for the years ending June 2020 and June 2021.

**Action Taken: Carried forward**

- 6.2 Follow up to our discussion on what our priorities should be for the current fiscal year:
- a. Repair niche wall - Christ Vault is preparing a quote they hope to present in April
  - b. Purchase additional storage building
  - c. Purchase smaller backhoe

**Action Taken: Carried Forward**

- 6.3 Follow up on discussion about requesting a letter from Cal Fire stating the need for clearing the undeveloped area that burned in the Clayton fire, due to fire danger. (letter sent to Paul Duncan – no response yet.)

**Action Taken: Carried Forward**

- 6.4 Follow up on discussion on parking situation when school is in session and what action to take – Letter sent to school and Mike Phillips from CHP left a voice mail about assisting with the problem, I will try to set up a meeting with him.

**Action Taken: No further action**

- 6.5 Discussion and approval of quote floor covering for main office, bathroom, and other office.
- a. Carpet Man \$4,697.68
  - b. Premier Flooring \$ 5,453.82

**Action Taken: Motion made to accept Premier Floorings quote \$5,453.82**

- 6.6 Follow-up on Notice of Cancellation from Operating Engineers Local 3 health insurance for Charles N. Braun. We have sent the application and first monthly payment for Cobra coverage Which will give us time to decide whether to proceed with HRA or another insurance carrier.

**Action Taken: Discussion re asking bookkeeper to obtain more info on how HRA coverage works.**

- 6.7 Discuss changes to the Personnel Manual when new insurance carrier and terms are determined. Refer to Page 9, Article 5.1 of the personnel manual for current policy. Reference Personnel Manual Section 2.8.

**Action Taken: Carried forward until action is taken on insurance coverage and**

**7. New Business:**

- 7.1 Discuss giving Board of Trustees a mileage for use of personal vehicle for District business. Standard mileage rate is 58.5 cents per mile, in accordance with current acceptable Internal Revenue Service allowance.

**Action Taken: Motion made to approve granting Board of Trustees mileage allowance for using Personal vehicle for District business.**

**TRUSTEES COMMENTS:** \_\_\_\_\_

**ADJOURNMENT**                      **Time: 10:56 a.m.**

**SIGNED BY:** Iris R. Hudson  
Iris R. Hudson, Chairperson

**ATTESTED TO BY:** Karen M. Graf  
Karen Graf, Board Member

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**Action Taken:** \_\_\_\_\_

**6. OLD BUSINESS:**

6.1. Follow up on the new Accountancy firm's progress on the bi-annual audit for the years ending June 2020 and June 2021.

**Action Taken:** \_\_\_\_\_

6.2 Follow up to our discussion on what our priorities should be for the current fiscal year:

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**Action Taken:** \_\_\_\_\_

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**Action Taken:** \_\_\_\_\_

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**Action Taken:** \_\_\_\_\_

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**Action Taken:** \_\_\_\_\_

6.6 Follow-up on Notice of Cancellation from Operating Engineers Local 3 health insurance for Charles N. Braun. We have sent the application and first monthly payment for Cobra coverage Which will give us time to decide whether to proceed with HRA or another insurance carrier.

**Action Taken:** \_\_\_\_\_

6.7 Discuss changes to the Personnel Manual when new insurance carrier and terms are determined. Refer to Page 9, Article 5.1 of the personnel manual for current policy. Reference Personnel Manual Section 2.8.

**Action Taken:** \_\_\_\_\_

**7. New Business:**

- 7.1 Discuss giving Board of Trustees a mileage for use of personal vehicle for District business. Standard mileage rate is 58.5 cents per mile, in accordance with current acceptable Internal Revenue Service allowance.

**Action Taken:** \_\_\_\_\_

**TRUSTEES COMMENTS:** \_\_\_\_\_

**ADJOURNMENT**                      **Time**

**THE PUBLIC IS INVITED TO ATTEND**

**REQUEST FOR DISABILITY – RELATED MODIFICATION OR ACCOMMODATION:**

A request for a disability-related modification or accommodation necessary to participate in the Board of Trustees meeting should be submitted in writing, to the Clerk of the Board, at least 48 hours prior to the meeting.

**PUBLIC COMMENT** Under Public Comment, citizens may speak for up to 3 minutes on matters with the Lower Lake Cemetery District’s jurisdiction which are not on the agenda. The Board of Trustees is prohibited under the Public Meeting Law from acting on matters that are not on the Agenda. However, the Board of Trustees may take Public Comment under advisement, direct staff to place the matter on a future agenda for discussion and/or possible action or refer matters to staff for follow-up.

**POSTED:**  
April 16, 2022