

**LOWER LAKE CEMETERY DISTRICT**  
9040 Lake Street, P. O. Box 1193, Lower Lake, CA 95457  
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**MINUTES**  
**FOR REGULAR MEETING, 10 A.M.**  
**AUGUST 21, 2024**  
(Recorded for transcription only)

1. **CALL TO ORDER: Time: 10:24 a.m.**

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

(x) Iris Hudson (x) Cheryl Craddick (x) Bob Minenna (x) Mike Dean

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 COMMENT:** Members of the public may address matters under the jurisdiction of the Board of Trustees, and not on the posted agenda, provided no action shall be taken on any item not on the agenda, subject to reasonable time limitations for each speaker.

5. **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.

1. Financial reports for the period for July, 2024
2. Accounts Payable Report for July, 2024 totaling \$ 15,549.75
3. Employee Payroll reports for July, 2024
4. Deposits for July, 2024 Gross \$ 14,400.00 Net \$ 10,650.00
5. Revenue to Date for the Fiscal Year July 1, 2023 through June 30, 2024
6. Consider for approval of minutes for the July 17, 2024 Regular Board Meeting.

**Action Taken:** Motion made to accept Consent calendar 5.1 thru 5.6 as presented M/S/C  
MINENNA/CRADDICK  
AYES: MINENNA/CRADDICK/DEAN/HUDSON  
NOES: NONE

**6. OLD BUSINESS:**

6.1 Update on efforts to obtain quotes for repairs to the Case 440 backhoe.

**Action Taken:** Carry forward

6.2 Follow up the discussion on the need for completing a new section of the cemetery and to start preparation of a minimum of 50 x 50 foot. Determine location and discuss the proposed new Veteran's section in conjunction with the new general burial space.

**Action Taken:** Carry forward

6.3 Review the 2024 Local Agency Biennial Notice for any changes or corrections that may be needed for compliance with Exhibit B. Must be completed and returned by October 1<sup>st</sup>, 2024.

**Action Taken:** Carry forward

6.4 Elizabeth A. Locke is requesting that we allow the interment of her mother, Judith L. Ratzlaff, even though she has no record to substantiate that it was purchased and our cemetery records do not indicate that it was paid.

**Action Taken:** Carry forward for more investigation.

6.5

**Action Taken:** NONE REQUIRED

AYES: DEAN/CRADDICK/MINENNA/HUDSON

NOES NONE

6.6 Committee meeting following regular board meeting to review and revise the Personnel Manual

**Action Taken:** Committee members met to start the review of the Personnel Manual, to be brought back after members have had time to study documentation.

- 6.7 Consider the approval of the Adopted Budget for the 2023-2024 Fiscal year. Must be returned to the County Auditor's office by August 23<sup>rd</sup>, 2024.

**Action Taken:** Motion made to approve the Adopted Budget for 2023-2024 Fiscal Year. M/S/C  
**AYES:** MINENNA/DEAN/CRADDICK/HUDSON  
**NOES:** NONE

**7.0 NEW BUSINESS:**

- 7.1 Review quote from A.T. & T. for eliminating the analog phone line used only for the fax machine. Since our contract has expired the cost is prohibitive.  
New monthly fee will be \$124.99 per month plus tax

**Action Taken:** Motion made to approve the quote from A.T.& T. to eliminate the analog phone line.  
**M/S/C** DEAN/CRADDICK  
**AYES:** DEAN/CRADDICK/MINENNA/HUDSON  
**NOES:** NONE

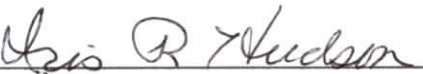
- 7.2 Client is requesting that we allow the interment of her mother, Judith L. Ratzlaff, even though she has no record to substantiate that it was purchased and our cemetery records do not indicate that it was paid.

**Action Taken:** Carry forward to review further.

- 7.3 Information on California SB 553 Workplace Violence Prevention Course supplied to us by Vector Solutions regarding meeting the requirements for a training course.

**TRUSTEES COMMENTS:** NONE

**ADJOURNMENT**                      **Time: 10:50 A.M.**

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

**ATTESTED TO BY:**   
Cheryl Craddick, Secretary