

LOWER LAKE CEMETERY DISTRICT

9040 Lake Street, P. O. Box 1193, Lower Lake, CA 95457

(707) 994-7820

e-mail: llcd95457@gmail.com

MINUTES FOR REGULAR MEETING, 10 A.M. JANUARY 15, 2025 (Recorded for transcription only)

1. **CALL TO ORDER:** Time: 10:13 a.m.

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

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

ABSENT: Bob Minenna

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 November, 2024 and December, 2024
2. Accounts Payable Report for November, 2024 totaling \$ 10,631.85 and December, 2024 totaling \$11,071.75 Net \$ 10,763.75
3. Employee Payroll reports for November, 2024 and December, 2024
4. Deposits for November, 2024 Gross \$ 4,825.00 Net \$ 4,000.00 and December, 2024 Gross \$ 8,200.00 Net \$ 5,700.00
5. Revenue to Date for the Fiscal Year July 1, 2024 through June 30, 2025
6. Consideration of approval of minutes for the November 20, 2024 Regular Board Meeting.
Note: No December meeting.

Action Taken: Motion made to accept Consent Calendar 5.1 thru 5.6 as presented M/S/C

AYES: CRADDICK/DEAN/HUDSON

NOES: NONE

ABSENT: MINENNA

6. OLD BUSINESS:

- 6.1 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.
NOTE: Immediate action is needed to start the prep work on the general burial area.

Action Taken: Mike Dean stated that the gravesites run north/south therefore the plot design must be re-done.

- 6.2 Update on the A.T. & T. eliminating the analog phone (fax) line. I am happy to report that I was successful in getting One Thousand Forty Dollars and 40/100 (\$1,040.20) credited back to our account. We received a refund check.

Action Taken: Chair Hudson reported that we had gotten a refund check and that now we are paying A. T. & T. only for the cellphone

- 6.3 Consideration/approval of Requests for Proposals (RFP) for fencing and gates for better security of the cemetery grounds. (The car used during the recent break-in and theft at the school used the road through the cemetery to access school property, which we caught on camera.)

Action Taken: Carry forward

NEW BUSINESS:

- 7.1 Consideration for approval Resolution No. 25-01 for transfer of One Thousand Two Hundred Seventy -Five (\$1,275.00) dollars from Fund 387.0000.492.90-01, Pre-Paid Burial Services to Revenue Account Fund No. 303 Dept. 9103, Account 466.69.21.

Action Taken: Motion to approve Resolution 25-01 to transfer funds from 387.0000.492.90-01 to Fund 303 Dept 9103 466.69-21 M/S/C CRADDICK/DEAN

AYES: CRADDICK/DEAN/HUDSON

NOES: NONE

ABSENT; MINENNA

- 7.2 Discuss the need for purchasing additional cameras on cemetery property. (The car used during the recent break-in and theft at the school used the road through the cemetery to access school property, which we caught on camera, but due to the camera angle the license plate number couldn't be seen)

Action Taken: Instruct Donella to check on Amazon for cameras with night vision, solar and to come back to the Board with quotes .

7.3 Consideration of possible parking regulation signs and letter about a flyer for approval.

Action Taken: Find a tow service for removal of cars parked illegally within cemetery grounds and order "No Parking" signs for \$15.99 each.

7.4 Discuss and consideration of purchasing at least 2 security lights (dusk to dawn).

Action Taken: Consensus of the Board was to purchase at least 2 security lights.

7.5 Consideration/approval for purchase of four (4) tires for the Ford Ranger truck and a new battery for the dump truck.

Action Taken: Get quotes from B & G, Big O and one other tire service and bring back for approval.

ADJOURNMENT TO CLOSED SESSION Time: 11: 15 a.m.

CLOSED SESSION PURSUANT TO Section 54956.9

Legal issues – case name unspecified as disclosure would jeopardize service of process.

OPEN SESSION: Time: 11:55 a.m.**REPORTABLE ACTION:** No reportable action taken

TRUSTEES COMMENTS: Mike Dean suggested that the Board members have no knowledge of office procedures and that it would be helpful if there was a procedure manual.

ADJOURNMENT Time: 11:55 a.m.

SIGNED BY: 
Iris R. Hudson, Chairperson

ATTESTED TO BY: 
Cheryl Craddick, Secretary