

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, 10 A.M.
JULY 17, 2024
(Recorded for transcription only)

1. **CALL TO ORDER: Time: 10:04 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 June, 2024
2. Accounts Payable Report for June, 2024 totaling \$ 10,025.46
3. Employee Payroll reports for May, 2024
4. Deposits for May, 2024 Gross \$ 10,725.00 Net \$ 8,775.00
5. Revenue to Date for the Fiscal Year July 1, 2023 through June 30, 2024
6. Consider for approval of minutes for the June 19, 2024 Regular Board Meeting.

Action Taken: Motion made to accept the Consent Calendar 5.1 through 5.6 as presented.

M/S/C CRADDICK/DEAN

AYES: CRADDICK/DEAN/HUDSON

NOES: NONE
ABSENT: MINENNA

6. OLD BUSINESS:

- 6.1 Follow-up discussion on possible purchase (or possible donation) of a small bucket for the backhoe. Bob Minenna to contact Richie Bros. Auction.

Action Taken: Carry forward – for future discussion

- 6.2 Continue discussion on obtaining quotes for repairs to the Case 440 backhoe. Previous attempts have failed.

Action Taken: Carry forward - check with Paterson Tractor

- 6.3 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. Russ Cremer has contacted us with regard to this. He is going to check with Rotary and Lower Lake Action Group to see if any funds are available.

Action Taken: Carry forward

- 6.4 Presented for possible approval of the revisions and corrections to the Lower Lake Cemetery District's Rules and Regulations.

Action Taken: Motion to approve the revisions and corrections made to the Rules & Regulations manual.

M/S/C DEAN/CRADDICK

AYES: DEAN/CRADDICK/HUDSON

NOES: NONE

ABSENT: MINENNA

- 6.5 Review the quote from Conser Land Surveying to determine the cemetery property boundaries and if easements exist.

a. Report on additional investigation that has been conducted by an outside party.

Action Taken: Postponed to a later date.

7.0 NEW BUSINESS:

- 7.1 Consideration of proposal from Advanced Electronics Systems for repairing and/or upgrading the main control system. Total price: Nine Hundred Thirty-Five (935.00) dollars.

Action Taken: Motion made to approve the proposal from Advanced Electronics Systems for repairing and/or upgrading the main control system. Price Nine Hundred Thirty-five (\$935.00) dollars.

M/S/C DEAN/CRADDICK

AYES: DEAN/CRADDICK/HUDSON

NOES: NONE

ABSENT: MINENNA

- 7.2 Review the 2024 Local Agency Biennial Notice for any changes or corrections that may be needed for compliance with Exhibit B.

Action Taken: To be reviewed by board members - bring back. Must be completed by October 1st, 2024.

- 7.3 Discuss the placement of any illegal marker for Bryan Edward Robey, in an undesignated area. No record of any fees paid to the cemetery.

Action Taken: Mike Dean talked with Ed Robey (Bryan Edward Robey is Ed's nephew) to eliminate the marker. He didn't even know that Bryan had dies.

- 7.4 Informational report on County Council's opinion regarding the development of the new Veteran's Section:

There was concern from a private citizen about the creation of the new Veteran's section, but after it was clarified that the Lower Lake Cemetery District was designating a section NOT donating the section County Council said we were doing it correctly.

- 7.5 Schedule a committee meeting to review and revise the Personnel Manual.

Action Taken: Committee meeting scheduled immediately after the August 21st board meeting.

Adjourn to closed session Time: 10:54 a.m.

7.3 CLOSED SESSION

- 1) Pursuant to California Code Section 599.798 - Performance evaluation

2) Discuss possible legal issues

Back in open session at : 10:55 a.m.

Reportable Action: None

TRUSTEES COMMENTS: None

ADJOURNMENT Time: 10:55 a.m.

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

ATTESTED TO BY: Cheryl Craddick
Cheryl Craddick, Secretary