

**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**  
**JULY 19, 2023**  
(Recorded for transcription only)  
**10:00 A.M.**

1. **CALL TO ORDER** Time: 10:08 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 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 for June 2023 \*
2. Accounts Payable Report for June 2023 \*
- 3 .Employee Payroll reports for June 2023 \*
4. Deposits for June 2023 Gross \*
- 5.Revenue to Date for Fiscal Year ending June 30, 2023 \*
- 6.Consider for approval minutes for the June, 2023 Regular Board Meeting.

\* Reports not available at time of posting.

**Action Taken:** Motion to approve the minutes for the June 21, 2023 Regular Board Meeting and the July 7, 2023 Special meeting. M/S/C CRADDICK/DEAN

AYES: CRADDICK/DEAN/MINENNA/HUDSON

NOES: NONE

**OLD BUSINESS:**

- 6.1 Update on adding additional speed bumps on the main road into the cemetery.

**Action Taken:** Carried forward

- 6.2 Discussion and consideration of the installation of a new niche wall. To date we have one quote from Blast It. If we proceed two additional quotes should be obtained. **Need a template for an RFP.**

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

- 6.3 Update on purchase of a cell phone for District use. We have a verbal quote from Cricket for Thirty dollars per month, unlimited phone calls and text plus 5G data. Purchase of phone about thirty dollars.

**Action Taken:** Remove from agenda – To be brought back at a later date.

- 6.4 Update on whether to purchase security cameras for exterior of grounds, and what type if to proceed and/or license reader. It is my understanding that we can just buy the cameras and they can be hooked up to our router.

**Action Taken:** Carried forward

- 6.6 Discuss information on storage units and whether to purchase one, if so, what features do we want to add.

**Action Taken:** Remove from agenda – To be brought back at a later date.

**7. NEW BUSINESS:**

- 7.1 Consideration for approval to buy tee shirts and/or button front shirts with the cemetery name and name of personnel, to be more professional.

**Action Taken:** Motion made to get price quotes from local suppliers M/S/C CRADDICK/DEAN

AYES: CRADDICK/DEAN/MINENNA/HUDSON

MOES: NONE

- 7.2 Report on status of getting quotes for servicing backhoe. Apparently repair parts are difficult to find due to the age of the equipment.

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

- 7.3 Report on status of US Bank (Cal-Card) A second card has been issued Iris R. Hudson, Chairperson and the card issued to Charles N. Braun has been secured at the office until his disability status is settled.
- 7.4 This item moved to closed session.

**Action Taken:**

AYES: CRADDICK/DEAN/MINENNA/HUDSON  
NOES: NONE

- 7.5 Signature Authorization - Special Districts Local Boards  
This is required for picking up checks and reports from the Lake County Auditor's office and must be renewed each fiscal year.

**Action Taken:** Signature Authorization form was completed by all present members of the Board of Trustees. The form has been delivered to the Lake County Auditor's Office, as required.

**Adjourned to Closed Session at:** \_\_\_\_\_

**CLOSED SESSION**

Possible discussion of personnel status.

**Open Session:            Time:**

Motion was made to approve both contracts with some minor changes in grammar and language.  
M/S/C                      CRADDICK/DEAN

AYES: CRADDICK/DEAN  
NOES: NONE

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

**ADJOURNMENT            Time:**

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

ATTESTED TO: Cheryl Craddick  
Cheryl Craddick, Secretary