

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. MARCH 19, 2025 (Recorded for transcription only)

1. **CALL TO ORDER: Time: 10:15 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 February, 2025
2. Accounts Payable Report for February, 2025 \$10,521.00
3. Payroll Summary Report for February, 2025
4. Deposits for February, 2025 Gross \$\$ 21,150.00 Net \$ 16,500.00
5. Revenue to date for the Fiscal Year July 1, 2024 through June 30, 2025
6. Consideration of approval of minutes for the February 19th, 2025 Regular Board Meeting.

Action Taken: Motin made to accept the Consent Calendar as presented M/S/C MINENNA/DEAN

AYES: MINENNA/DEAN/CRADDICK/HUDSON

NOES: NONE

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. Mike Dean authorized to talk to the Veteran's group about their possible involvement and financial help.

Action Taken: Carry forward

- 6.2 Consideration/approval of Requests for Proposals (RFP) for fencing and gates for better security of the cemetery grounds.

Action Taken: One bid received from Well Hung (WH) Eight Thousand Eight Hundred (\$8,800) dollars. Carried forward for additional bids.

- 6.3 The first phase of the independent audit has been completed. The second phase will be completed after the end of the fiscal year ending June 30, 2025.
- a. Requesting authorization to go back to an Annual Audit instead of bi-annual as we are currently doing. The original reason we switched to bi-annual was cost but it isn't any cheaper and annual it is easier for the Auditor's and our bookkeeper to deal with.

Action Taken: Motion made to revert back to annual audits. M/S/C DEAN/MINENNA

AYES: DEAN/MINENNA/CRADDICK/HUDSON

NOES: NONE

NEW BUSINESS:

- 7.1 Review for approval revisions to the Rules & Regulations:
- Care of Graves and Cemetery Grounds B.2, B3 and
- Item 7 To add Holiday burials to weekend rules.

Action Taken: Motion made to approve the changes to Rules & Regulations B2, B3 and Item 7 to add Holiday burials to weekend rules. M/S/C MINENNA/CRADDICK

AYES: MINENNA/CRADDICK/DEAN/HUDSON

NOES: NONE

- 7.2 Review for approval Resolution No. 25-02 to transfer funds from Prepaid Burial Fund 387.0000.492.90-01 to Find No. 303 Dept. 9103, Account 466.69-20 and Fund 303, Dept. 9103, Account 466.69-21 (\$1,000.00)

Action Taken: Motion made to approve Resolution No. 25-02 to transfer funds (\$1,000) from Prepaid Burial Fund to Fund No 303 Dept. 9103 Account 466.69-20 and 466.69-21 M/S/C CRADDICK/DEAN

AYES: CRADDICK/DEAN/MINENNA/HUDSON

NOES: NONE

7.3 Added to agenda: Motion made to instruct staff to remove boulders from roadways where they are blocking access. M/S/C CRADDICK/MINENNA

AYES: CRADDICK/MINENNA/DEAN/HUDSON

NOES: NONE

TRUSTEES COMMENTS: None

ADJOURNMENT

Time: 11:35

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

ATTESTED TO BY: Cheryl Craddick
Cheryl Craddick, Secretary