

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.**

OCTOBER 18, 2023

(Recorded for transcription only)

CALL TO ORDER

Time: 10:12 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. In attendance Nelson Burke commented on the idea of installing automated gates.

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 September, 2023
2. Accounts Payable Report for September, 2023 totaling \$9,069.70
3. Employee Payroll reports for September 2023
4. Deposits for September, 2023 Gross \$ 17,395.60 Net \$ 13,620.60
- 5 .Revenue to Date for Fiscal Yearbeginning July 1, 2023 through June 30, 2024
6. Consider for approval minutes for the September 20, 2023 Regular Board Meeting.

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

Minenna/Craddick M/S/C

AYES: MINENNA/CRADDICK/DEAN/HUDSON

NOES: NONE

6.1 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 help with writing the specs for an RFP.**

Action Taken: Mike Dean talked with Hartley Cemetery regarding their impending purchase of a Niche Wall about the possibility of us piggy backing with them for reduced price. Carried forward pending more information.

6.2 Review and revision of the Rules and Regulations. A Workshop is scheduled immediately after today's meeting.

Action Taken: Carried forward

6.3 Review and revision of the Personnel Manual. A workshop is scheduled immediately after today's meeting.

Action Taken: Carried Forward

NEW BUSINESS:

7.1 Consideration and approval of adding a Bank Overdraft Fee to the price sheet. Our bank (Wells Fargo) charges \$35.00. Also consider an additional handling fee.

Action Taken: Motion made to approve charging a Bank Overdraft Fee of Thirty-Five (\$35.00) Dollars Plus, an additional handling fee of Thirty-Five (\$35.00) Dollars for a total of Seventy (\$70.00) Dollars for a check returned for NSF or Closed Account. CRADDICK/MINENNA M/S/C/

AYES: CRADDICK/MINENNA/DEAN/HUDSON

NOES: NONE

7.2 Review price quotes for possible approval of repairs to the Backflow Prevention Device:

*(a)	Arbeez Plumbing	\$3,9910.00
(b)	Chernoh Excavating, Inc.	\$2,387.00
*(c)	Reliable Plumbing	\$3,816.00

* Quotes are based on 2"- Chernoh's is for reduced size of piping.

Action Taken: Carried Forward to request re-quotes for 1" Backflow if needed. Need more information.

7.3 Pricing for fiberglass (poly) vaults (from Christy):

Dome style	\$650.00	Atlas style	\$736.00
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We could coordinate an order with Upper Lake Cemetery to save on shipping charges.

Action Taken: Carried Forward for more information on how many plots left uphill, request specs and pictures on the 2 styles of poly vaults.

7.4 Discuss the increasing problem with people staying in the cemetery at night, garbage, excrement being left behind for cemetery personnel to clean up. In addition, people are using the cemetery as a dump site for burning cars & garbage. Consider getting quotes for installing automated gates so the gates can be closed after hours. I have a business card from Lake Co. Gates & Doors, Kelseyville.

Action Taken: Carried forward to research easements and whether it is a deeded county road.

Adjourned to Closed Session at: 10:10 a.m.

CLOSED SESSION:

Possible discussion of personnel matters.

Open Session: Time: 11:34 a.m.

Action Taken: No reportable action taken.

TRUSTEES COMMENTS: None

ADJOURNMENT Time: 11:35 a.m.

SIGNED BY: Iris R Hudson
Iris Hudson, Chairperson

ATTESTED TO: Cheryl Craddick
Cheryl Craddick, Secretary

NOTICE

**Regular Meeting of
The Board of Trustees
LOWER LAKE CEMETERY DISTRICT
9040 Lake Street
Lower Lake, CA 95457**

November 15, 2023 @ 10 a.m.

Upon request, Agendas will be made available in alternative formats to accommodate persons with disabilities. In addition, any person with a disability who requires a modification or accommodation to participate or attend this meeting may request necessary accommodation. Please make your request to the Board Chairperson, specifying your disability, the format in which you would like to receive this agenda, and any other accommodation required no less than 24 hours prior to the start of the meeting.

This agenda has been posted at least 72 hours prior to the regular meeting of the Board of Trustees of the Lower Lake Cemetery District in accordance with the Ralph M. Brown Act. The public may be heard on an item before or during the consideration of any agenda item to be considered by the Board, subject to reasonable time limitations for each speaker. Members of the public may address matters under the jurisdiction of the Board of Trustees, and not on the posted agenda, provided that no action shall be taken on any item not appearing on the agenda. The Board cannot take action on any unscheduled items unless it is declared by a vote of at least two-thirds (2/3) of the Board that there is an urgent need to take immediate action, and the need for action came to the attention of the District after the agenda was posted. Agenda items are numbered for identification purposes only and will not necessarily be considered in the indicated order. Details and supporting materials concerning agenda items are available for public reference during normal working hours at the Agency office.

The Governing Board of the Lower Lake Cemetery District appreciates and encourages public interest and welcomes questions and opinions at its meetings. Members of the public desiring to address the Board are requested to first be recognized by the presiding officer and identify themselves for the record. The presiding officer may, in the interest of time and good order, limit the length and number of public comments and presentations.

Documents utilized by the Board at this meeting are available for review at the agency's main office located at 9040 Lake Street, Lower Lake, CA 95457 Office hours are 7:00 a.m. – 1:00 p.m.

Date posted: November 10, 2023