

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.

SEPTEMBER 18, 2024

(Recorded for transcription only)

1. **CALL TO ORDER: Time: 10:10 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 September, 2024
2. Accounts Payable Report for September, 2024 totaling \$ 13,747.80
3. Employee Payroll reports for September, 2024
4. Deposits for September, 2024 Gross \$ 10,175.00 Net \$ 8,200.00
5. Revenue to Date for the Fiscal Year July 1, 2023 through June 30, 2024
6. Consider for approval of the minutes for the September 18, 2024 Regular Board Meeting.

Action Taken: Motion made to approve Consent Calendar 5.1 through 5.6 MINENNA/CRADDICK M/S/C

AYES: MINENNA/CRADDICK/DEAN/CRADDICK

NOES: NONE

6. OLD BUSINESS:

- 6.1 Update on efforts to obtain quotes for repairs to the Case 440 backhoe. Donella has contacted a man recommended to her by Don Fossi backhoe. He said he can work on the brakes and do an oil change at the beginning of October (after harvesting is done).

Action Taken: Carried forward

- 6.2 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: Carried forward – Mike Dean to talk to Russ Cremer about the Rotary Club contribution.

- 6.3 Review the 2024 Local Agency Biennial Notice for any changes or corrections that may be needed for compliance with Exhibit B must be completed and returned by October 1st, 2024. Does any board member need to be update their information.

Action Taken: Document completed and delivered to the County Auditor's Office.

- 6.4 Installation of the new A. T. & T. system was scheduled for September 12th, but we have run into a problem that our current Verizon modem does not have a strong enough signal, and that the data would be running 24/7. I have put the installation on hold until we make a decision as to whether to upgrade Verizon or switch to another service such as Starlink. (Once we switch over to A.T.& T. new equipment we cannot go back to the analog line).

Action Taken: Motion made to discontinue Verizon internet service and switch to Starlink .
MINENNA/DEAN M/S/C

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

- 6.5 Additional discussion as to whether to honor the request for the interment of Judith L. Ratzlaff next to Billie M. Hart.

(Elizabeth A. Locke is requesting that we allow the interment of her mother even though she has no record to substantiate the purchase and our records do not indicate that it was paid).

Action Taken: Carried forward for research archives for records.

- 6.6 Continued discussion of fencing the cemetery property and the issue of easements. Some correspondence was discovered which suggests that Paul Harris, the Sexton at that time, had a title search done by Lake County Title Company. I made several calls with no success because Lake County Title Company no longer exists. Lastly, I talked to the home office of 1st American Title Company, and she said because it was so long ago she doubted that records could be found. And it is complicated even more by the fact that we can't provide any kind of identifier. It was suggested that we need to do a new title search.

Action Taken: Carried forward – Need to determine the owners with easement rights and obtain mailing addresses for same. There was discussion about putting in bollards and chains to secure the cemetery property.

- 6.7 Schedule Committee meeting to continue review and revision of the Personnel Manual.

Action Taken: Carried forward

7.0 NEW BUSINESS:

- 7.1 Consideration for approval Resolution 24-04 to transfer \$1,882.49 from Pre-paid to Fund 303, Dept. 9103, Accounts 466.69-20, 466.69-21 and 466.69-22.

Action Taken: Motion made to approve resolution 24-04 to transfer Eighteen Hundred Eighty -Two dollars & 49cents to Fund 303 Dept. 9103 Accounts 466.69-20, 466.69-21 and 466.69-22
CRADDICK/MINENNA M/S/C'

AYES: CRADDICK/MINENNA/DEAN/HUDSON

NOES: NONE

- 7.2 Consideration of a request from Nancy E. Williams to make improvements to her parents' gravesites. The list is extensive and some of it seems to be in direct conflict with our rules and regulations.

Action Taken: The consensus of the board was that the rock size should be no larger than ½" and to ask Nancy to show us a sample of the "corn stalk" she wants to place on the gravesite.

- 7.3 Discussion and consideration to put drought tolerant landscaping in the area around the new niche wall for improved aesthetics.

Action Taken: Motion made to put drought tolerant landscaping in the area around the new niche wall for improved aesthetics. DEAN/CRADDICK M/S/C

AYES: DEAN/DRADDICK/MINENNA/HUDSON

NOES: NONE

- 7.4 Consideration and approval of the proposal from Robert W. Johnson Accounting Corp. for the outside audit for the years ending June 30, 2023 and June 30, 2024 at a cost of Nine Thousand Dollars (\$ 9,000.00) per year. This is about \$1,000 more than Michael Celentano was paid for each year the last audit.

Requests for quotes were sent to Larry Bain, CPA and Michael A. Celentano, CPA but did get responses from either one.


Action Taken: Carried forward - Request proposals from Roberston Associates and Elizabeth Long

TRUSTEES COMMENTS: From Bob Minenna: Re: Herman Wilson's unauthorized parking of a vehicle on cemetery property.

From Mike Dean: Unleashed dogs running in cemetery and owners not picking up their waste. Confirm whether there is an Ordinance addressing that.

ADJOURNMENT

Time: 12:36 p.m.

SIGNED BY: 
Iris R. Hudson, Chairperson

ATTESTED TO BY: 
Cheryl Craddick, Secretary