

LOWER LAKE CEMETERY DISTRICT

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**MINUTES
FOR REGULAR MEETING, 10 A.M.
SEPTEMBER 20, 2023
(Recorded for transcription only)**

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 COMMENTS5. 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 August, 2023
2. Accounts Payable Report for August, 2023 totaling \$28,134.62
3. Employee Payroll reports for August, 2023
4. Deposits for August, 2023 Gross \$ -0- Net \$ -0-
- 5 .Revenue to Date for Fiscal Year,beginning July 1, 2023 through June 30, 2024
6. Consider for approval minutes for the August 16, 2023 Regular Board Meeting.

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

M/S/C DEAN/CRADDICK

AYES: DEAN/CRADDICK/MINENNA/HUDSON

NOES: NONE

6. OLD BUSINESS:

- 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: Carried Forward

- 6.2 Consideration for approval to buy tee shirts and/or button front shirts with the cemetery name and name of personnel, to be more professional. They can be done in house, for Fifteen Dollars (\$15.00) each. (See Design samples).

Action Taken: Motion made to approve the purchase of tee shirts imprinted with cemetery logo and names at a cost of Fifteen (\$15.00) dollars each. MINENNA/DEAN M/S/C

AYES: MINENNA/DEAN/CRADDICK/HUDSON

NOES: NONE

-  6.3 Report on status of getting quotes for servicing backhoe. Contacted "Cat" Repair services and the next time the service man is in the area he will come by, get the Serial Number of backhoe and the parts needed to give us a quote. We have proceeded with the replacement of two (2) hydraulic lines at a cost of Five hundred Fifty (\$550.00) dollars and we are getting a quote for brakes and oil change.

Action Taken: Carried Forward

- 6.4 Discuss the need for a review and revision of the Rules and Regulations. Schedule a date for a workshop.

Action Taken: Workshop scheduled immediately after the board meeting October 18, 2023.

- 6.5 Discuss the need for a review and revision of the Personnel Manual. Schedule a date for a workshop.

Action Taken: Workshop scheduled immediately after the board meeting October 18, 2023.

- 6.6 Review revisions to Independent Contractor Agreement with Nicholas Bremer to clarify his work schedule

Action Taken: Motion made to approve the revision to the Independent Contractor Agreement with Nicholas Bremer to clarify his work schedule. M/S/C CRADDICK/DEAN
 AYES: DRADDICK/DEAN/MINENNA/HUDSON
 NOES: NOE

6.7 Consider approval for the purchase of Push mower, bag/mulch from Tractor Supply:

- 1. Troy-Built B&S 550Ex140C2N1 Push Mower, Bag/Mulch 11A-B1BM723 \$369.66
- 2. Toro 22" Recycler 163cc RWD Pace Self-Propelled \$479.99
- 3. Toro 22" Recycler Gas-propelled (Mendo-Mill) \$529.99

And consider the purchase of Trimmer:

- a. Husqvarna 130L Gas sting Trimmer 28 cc 2-cycle 18" Straight Shaft Gas Weed Eater, Rapid Replace Trimmer Head \$199.99
- b. Husqvarna 525RX 25cc 17"IGHT Gas String Trimmer \$449.00
- c. Husqvarna 336FR Gas-Powered Brushcutter 18.5" 34.6cc \$669.99

Action Taken:Consensus was to find repair shop to look at equipment needing repairs. Check with Lawrence Mower & Saws, 14275 Austin Rd., Clearlake., (916) 410-1329

7.1 This is informational only to make the Board aware of a decision I made.

The contract with A.T. & T. was expiring and the increase in cost from \$248 to \$360 per month. We were offered a different option of an IPhone13 and a tablet for a cost of \$55 per month and we can keep the analog fax line for \$155 per month. This is a savings of approximately \$100 per month, which I felt was worth the change.

7.2 Due to an increase in the cost of vaults, discuss for approval of adjusting the Rate foe Service from Five Hundred Twenty-Seven (\$527) dollars to Six Hundred Twenty-Seven (\$627.00) dollars plus, Sales Tax(7.25%) for a total of Six Hundred Seventy-Two (\$672.46) dollars.

Action Taken: Motion made to increase the price on concrete vaults to Six Hundred Fifty (\$650.00) Dollars including tax. MINENNA/CRADDICK M/S/C (Get pricing on fiberglass vaults)

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

- 7.3 Consider obtaining quotes for new signs for the front entrance and at the back of the property. Also, discuss the need for Speed Limit signs.

Action Taken: Carried Forward the issue of new signs. Buy speed limit signs.

- 7.4 Discussion and consideration of increasing the Installation Fee for setting street signs which is currently Fifty (\$50.00.) dollars.

Action Taken: Motion made to increase the installation fee for setting street signs from Fifty Dollars (\$50.00) to Seventy Five (\$75.00) Dollars. M/S/C CRADDICK/DEAN/MINENNA/HUDSON

AYES: CRADDICK/DEAN/MINENNA/HUDSON

NOES: NONE

Adjourned to Closed Session at: N/A

CLOSED SESSION N/A

Possible discussion of personnel matters.

Open Session: Time:

Action Taken: _____

TRUSTEES COMMENTS: _____

ADJOURNMENT Time: 11:47 A.M.

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

ATTESTED BY: Cheryl Craddick
Cheryl Craddick, Secretary