

**Regular Meeting of the  
MIDDLETOWN CEMETERY DISTRICT  
Mary Hardesty Building, 16357 Butts Canyon Road, Middletown, CA  
Tuesday, November 19, 2024 at 2:00 PM  
AGENDA**

**CALL TO ORDER**

**ROLL CALL:** Trustees: Bonnie Albertson, Zoi Bracisco, Judy Kauffman, Kari Donley, Susie Knowles  
Manager: Shirley Foster

**AMERICAN FLAG SALUTE**

**REQUESTS, CORRESPONDENCE AND SUGGESTIONS FROM THE COMMUNITY**

**MOTION TO APPROVE THE AGENDA.**

M \_\_\_\_\_ S \_\_\_\_\_ P \_\_\_\_\_

**MOTION TO APPROVE MINUTES FROM October 15 and October 21, 2024.**

M \_\_\_\_\_ S \_\_\_\_\_ P \_\_\_\_\_

**MAINTENANCE REPORT**

- 1 Auggie has changed the four light bulbs at the entrance and exit gates so that they match.
- 2 Green Tree Service has successfully completed the tree removals approved in October.
- 3 Shirley will continue to look for a simple motion detector light for the vets memorial and the shed.

**MANAGER'S FINANCIAL REPORT (August 2024) M \_\_\_\_\_ S \_\_\_\_\_ P \_\_\_\_\_**

1. Actuals vs. Budget, Balance Sheet, Reconciliations (thru 10/31/2024)

2024-25 Budget for Expenses:	\$319,250
Spent to Date (as of 11/11/24):	<u>\$36,801</u>
Balance Remaining:	\$282,449

**MANAGERS BUSINESS REPORT**

- 1 Burials / Inquiries 2023-25 (attached)
- 2 I'm still working on completing our insurance claim with State Farm for the fence damage that happened July 2024. Sullivan Construction has not provided the itemized estimate that State Farm requires. I called State Farm to ask for a referral. A rep from Bridges Construction, based in Kelseyville, is coming to view the damage on Monday morning, November 18.
- 3 Our approved Board Policy established an annual cost-of-living pay increase of 3%.  
Manager's anniversary as an employee is January 1, 2024.
- 4 Shirley would like to revisit placing headstones for graves where a deposit was paid and no headstone placed.

**OLD BUSINESS**

1. Drainage issues: When the rains come, we may need a shallow channel to divert water and silt from flowing onto the walkway/ramp on the east side of the office.
2. Every employer in California is required to have an Injury and Illness Prevention Program (IIPP). This can be addressed in the Board Policy Manual under review. Still working on this.
3. Kari Donley’s resignation. The remaining board members need to sign a new signature page for the Auditor/Controller’s office.
4. Review of next section of our Board Policy: Safety Policy

**ACTION ITEMS:**

**MOTION TO APPROVE membership in CSDA for 2025.** Renewal is due December 31. Full price is \$1,312. Last year we paid \$100 using their "pay what you can" option.

M \_\_\_\_\_ S \_\_\_\_\_ P \_\_\_\_\_

**MOTION TO APPROVE** engagement letter from Larry Bain, CPA, for our **June 30, 2024 audit** (cost \$6,000). He is requesting an on-site meeting on Wednesday, December 11.

**NEW BUSINESS**

1. Annual weed abatement by RGW Landscaping is generally done in February. The board may want to approve the expense in January.

**NEXT REGULAR MEETING: Tuesday, January 21, at 2:00 PM**  
**(no meeting in December)**

**ADJOURNED** at \_\_\_\_\_ M \_\_\_\_\_ S \_\_\_\_\_ P \_\_\_\_\_