

KELSEYVILLE CEMETERY DISTRICT

BOARD MEETING AGENDA

3375 BELL HILL ROAD, KELSEYVILLE, CA 95451

Regular Board Meeting Minutes – July 8, 2026, at 9:30 AM

OPEN MEETING: Called to order at 9:32 am by Chairman Paul Lauenroth

BOARD MEMBERS PRESENT: Elizabeth Broida, Paul Lauenroth, Dennis Amendola, and Nellie Gustafson

EMPLOYEES' PRESENT: Brian O'Connell and Connie Jimenez (Bookkeeper)

GUEST/CITIZEN INPUT: None

CORRESPONDENCE: None

CONSENT AGENDA:

1. Agenda: Paul Lauenroth made a motion to approve the agenda as presented. Nellie Gustafson second the motion, motion carried (4-0).
2. Minutes: Paul Lauenroth made a motion to approve the minutes of the June 10, 2026, meeting as presented. Dennis Amendola second the motion, motion carried (4-0).
3. Pay Bills – Dennis Amendola made a motion to approve the financial report to pay bills as presented. Nellie Gustafson second the motion, motion carried (4-0).

OLD BUSINESS:

1. Board Position: On-going until filled.
2. District Security Cameras – The Starlink system has arrived to the District office and an appointment would be scheduled to have the security cameras installed.
3. Tree Maint.: The tree has been taken down and the vendor has been paid.
4. Flower Headstone Policy – The District continues to have ongoing issues with families not following the policy. Staff will continue to remove items interfering with their job and holding the items until further notice or the family comes to get the items. On-going discussion.

NEW BUSINESS:

1. Service Fee– Superintendent suggested charging a service fee like neighboring Districts when the service is over 20-25 people or the chapel is being used. The Board requested the price schedule from UL Cemetery.
2. Purchasing/Credit Card Policy – 1st Reading: The Board was presented with a policy from a neighboring District to establish for the District since a new credit card has been

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available to the District. The Board reviewed and requested that a transaction limit be put in place. The employee shall receive prior approval for any purchases exceeding \$500.

DIRECTORS REPORT: Elizabeth Broida: Gave a verbal report that she has recruited an additional member that might be interested to join the Board. Elizabeth requested that the online application link be sent to her to forward to additional member.

SUPERINTENDENT REPORT: Superintendent Brian O'Connell gave a verbal report that the cemetery has been busy and has been working on general maintenance around the District. He would be working on fixing the fence.

CLOSED SESSION: None

ADOURN MEETING: The meeting was adjourned at 10:04 AM.

NEXT MEETING: 08-12-2026, at 09:30 AM – Kelseyville Cemetery