

KELSEYVILLE CEMETERY DISTRICT

BOARD MEETING ~~AGENDA~~

3375 BELL HILL ROAD, KELSEYVILLE, CA 95451

Regular Board Meeting Minutes – May 13, 2026, at 9:30 AM

OPEN MEETING: Called to order at 9:35 am by Chairman Paul Lauenroth

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

BOARD MEMBERS ABSENT: Dennis Amendola

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 (3-0).
2. Minutes: Paul Lauenroth made a motion to approve the minutes of the April 8, 2026, meeting as presented. Nellie Gustafson second the motion, motion carried (3-0).
3. Pay Bills – Nellie Gustafson made a motion to approve the financial report to pay bills as presented. Elizabeth Broida second the motion, motion carried (3-0).

OLD BUSINESS:

1. Cal Card – The application has been signed by the Board Chairman and mailed. The state website has a processing time of 60-120 days; we will wait to hear from US Bank.
2. Board Position: On-going until filled.
3. District Security Cameras –The District would coordinate with the company to get Starlink internet installed for the cameras.
4. West America Account – An amendment to the original resolution to open the checking account was presented to the Board as requested by the bank. The resolution had a title update requested by the bank to say President vs Chairman. The resolution was approved by the Board. 3 AYES 0 NOES 1 ABSENT
5. Employee Health Insurance – The Board was presented with final numbers of the cost of employee health care insurance. A check will be issued to staff members to reimburse them for the payment of insurance through a District check on the first check run of the month.
6. Tree Maintenance – Staff would monitor the tree as requested by the Board. The Board would discuss the removal at the next meeting.

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Regular Board Meeting Minutes - May 13, 2026, at 9:30 AM – Continued

NEW BUSINESS:

1. Flower Headstone Policy –The Superintendent presented to the Board the Flower Headstone Policy due to issued with families on getting their items removed from their headstones to allow staff to work. The Board suggested inviting the family with the issue to our next Board meeting. No action – Discussion only.
2. 1st Reading – Update Health Insurance Policy – An amendment to the current policy was presented to the Board. The policy adds the split cost of future insurance creases between the employee and District after May 1, 2026. No Action – Discussion only.
3. 26/27 Recommended Budget – The Recommended Budget was presented to the Board with minor increases to the operating budget to match the increase of supplies, insurances, and staff increases. Nellie Gustafson made a motion to approve the Recommended Budget as presented. Elizabeth Broida seconded the motion, motion carried. 3 AYES 0 NOES 1 ABSENT

DIRECTORS REPORT: None

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 getting ready for Avenue of the Flags but hadn't received contact from the American Legion. He reported that he needed help around the District but his community service worker would be done with hours soon so he would like to fly the position to the public. Connie would help him place the advertisement online.

CLOSED SESSION: NONE

ADOURN MEETING: The meeting was adjourned at 10:17 AM.

NEXT MEETING: June 10, 2026, at 09:30 AM – Kelseyville Cemetery