

KELSEYVILLE CEMETERY DISTRICT

BOARD MEETING AGENDA

3375 BELL HILL ROAD, KELSEYVILLE, CA 95451

Regular Board Meeting Minutes – August 12, 2026, at 9:30 AM

OPEN MEETING: Called to order at 9:34 am by Chairman Paul Lauenroth

BOARD MEMBERS PRESENT: Elizabeth Broida, Dennis Amendola, Paul Lauenroth, 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. Elizabeth Broida second the motion, motion carried (4-0).
2. Minutes: Paul Lauenroth made a motion to approve the minutes of the July 8, 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. Elizabeth Broida second the motion, motion carried (4-0).

OLD BUSINESS:

1. Board Positions– On-going until filled.
2. District Security Cameras – The new internet connection has been installed by Nor-Cal Telecom and are working better with the internet. The phone has not been switched to the internet connection since the district is waiting for a district phone to arrive.
3. Flower Headstone Policy – This continues to be an issue for the district since not all families are following the set policy with removal date. District Chairman would contact other cemeteries on guidance and how they got more families to follow the policy.
4. Service Fee: The Board reviewed the service fees from a neighboring district and decided to move forward with charging a service fee of \$350. Dennis Amendola made a motion to move forward with the charge of \$350. Nellie Gustafson seconded the motion, motion carried (4-0).
5. Purchasing/Credit Card Policy: The second reading of the purchasing policy was approved with the update of the credit limit being \$500 before needing an approval. Paul Lauenroth made a motion to approve the purchasing policy. Dennis Amendola second the motion, motion carried.

KELSEYVILLE CEMETERY DISTRICT

BOARD MEETING AGENDA

3375 BELL HILL ROAD, KELSEYVILLE, CA 95451

Regular Board Meeting Minutes - August 12, 2026, at 9:30 AM – Continued

NEW BUSINESS:

1. 26/27 Adopted Budget – The Board was presented with the 26/27 budget to review and approve. Nellie Gustafson made a motion to approve the budget as presented. Dennis Amendola seconded the motion, motion carried. (4-0)

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. There has been three cremations and one full casket since the last meeting.

CLOSED SESSION: Budget Discussion – G.C. 54957 – The Board entered closed session at 10:17 am and came out at 10:35 am. Discussion only – No Action.

ADJOURN MEETING: The meeting was adjourned at 10:35 AM.

NEXT MEETING: Sept. 9, 2026, at 09:30 AM – Kelseyville Cemetery