

**AGENDA  
REGULAR MEETING  
THE BOARD OF TRUSTEES  
OF THE  
RUSSIAN RIVER CEMETERY DISTRICT  
DATE: JUNE 20, 2023**

**MEETING LOCATION: CEMETERY OFFICE AT 940 LOW GAP RD., UKIAH, CA  
REGULAR MEETING: TUESDAY TIME: 11:00 AM**

This agenda has been prepared and posted at least 72 hours prior to the regular meeting of the Board of Trustees in accordance with the Ralph M. Brown Act. The Board cannot take action on any unscheduled items unless it is declared by a vote of at least two-thirds (2/3) of the Board that there is an urgent need to take immediate action, and the need for action came to the attention of the District after the agenda was posted. Agenda items are numbered for identification purposes only and will not necessarily be considered in the indicated order. Details and supporting materials concerning agenda items are available for public reference during normal working hours at the District Office.

- 1. CALL TO ORDER**
- 2. ROLL CALL OF THE BOARD**
- 3. PUBLIC COMMENT**

The Board of Trustees of Russian River Cemetery District appreciates and encourages public interest and welcomes comments and opinions at its meetings. Members of the public desiring to address the Board are requested to first be recognized by the presiding officer and identify themselves for the record. The presiding officer may, in the interest of time and good order, limit the length and number of public comments and presentations.

- 4. CONSENT CALENDAR**
  - A. Approval of Minutes – May 16, 2023 Regular Board Meeting**
  - B. Approval of Claims – May 2023 #8218-8243**

- 5. INFORMATION ITEMS**

- A. Office Manager's Monthly Report**
  - I. David Farnsworth CPA – to present June 30, 2022 audit report**
  - II. Financial Statements for May 2023**
  - III. County estimated tax revenue for 2023-2024 fiscal year**
  - IV. Draft budget for 2023-2024 fiscal year**
  - V. Correspondence:**
    - a. Update from GSRMA May 2023 board meeting**
    - b. District will receive \$3,524.29 from GSRMA for participating in Risk Management Accreditation Program.**

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**B. Grounds Foreman's Monthly Report**

- I. Burials for month and year to date
- II. Grounds maintenance

**C. Investment Committee Report** – Stifel Investment financial reports presented for May 2023

**6. GENERAL DISCUSSION & POSSIBLE ACTION ITEMS**

- A. *Action item:* Transfer balance in the Capital Reserve fund to the General Fund held with the county of Mendocino
- B. *Action item:* Update Grounds person 3 job description
- C. *Action item:* Promote Sergio Hernandez to Grounds Person 3
- D. *Action item:* Employee salaries 2023-2024 fiscal year
- E. *Action item:* Approval to pay invoices via ACH/electronic transfers
- F. *Action item:* Approve ACH online authorization agreement with Further for employee HSA

**7. TRUSTEES DISCUSSIONS, QUESTIONS & COMMENTS**

All members of the public, employees and other visitors will be asked to clear the meeting room so that the Board of Trustees, and those employees and consultants invited by the Board, may discuss and/or act on those items listed below.

**8. RECESS TO CLOSED SESSION:**

- A. Public Employee's Performance Evaluations: Grounds Foreman and Office Manager (§54957)

**9. RECONVENE TO OPEN SESSION**

**10. REPORT OF ANY ACTION TAKEN DURING CLOSED SESSION**

**11. ADJOURNMENT: NEXT REGULAR MEETING: July 18, 2023**

This Agenda posted this 16<sup>th</sup> day of June 2023



Dana Kornegay  
Office Manager