

**Regular Meeting of the
MIDDLETOWN CEMETERY DISTRICT
Mary Hardesty Building, 16357 Butts Canyon Road, Middletown, CA
Tuesday, November 18, 2025, at 10:00 AM
AGENDA**

CALL TO ORDER

ROLL CALL: Trustees: Zoi Bracisco, Susie Knowles, Bonnie Albertson, Judy Kauffman, Carol McDowell
Manager: Shirley Foster

AMERICAN FLAG SALUTE

PUBLIC COMMENT: REQUESTS, CORRESPONDENCE, AND SUGGESTIONS FROM THE COMMUNITY

MOTION TO APPROVE THE AGENDA M_____ S_____ P_____

MOTION TO APPROVE MINUTES from October 16, 2025 M_____ S_____ P_____

FINANCIAL REPORT M_____ S_____ P_____

MANAGERS REPORT

Burial Activity
Use of the burial plots reserved for the Rebekahs (Susie)
CSDA Clerk/Board Secretary Workshop Report
AHA First Aid Certification
On-site Audit session

GROUNDSKEEPING / MAINTENANCE REPORT

Gate Repair Report
Squirrel Abatement
Gravesite Restoration
Beautification project for tree stumps

DISCUSSION REGARDING PERSONNEL EVALUATION FORMAT (Zoi)

ACTION ITEMS:

- 1. The manager recommends three revisions to our Rules and Regulations, adding the following:**
 - a) The cemetery reserves the right to perform maintenance at gravesites for safety and aesthetic reasons. We will remove deteriorated or broken elements when they become a safety hazard. We will replace or repair certain elements that our Board has determined do not comply with cemetery guidelines.*
 - b) The cemetery does not accept shipment or delivery of headstones.*
 - c) A signature line will be included to record acknowledgement of receipt by the purchaser.*

M_____ S_____ P_____

2. The manager recommends renewing membership in CSDA for 2026:

Membership is required, since we have Workers' Compensation with SDRMA. CSDA is still offering a pay-what-you-can option. Full dues are \$1,250. Last year we paid \$656.

A Sample Board Policy Handbook can be purchased for \$225, which includes quarterly updates.

M_____ S_____ P_____

NEW BUSINESS

NEXT REGULAR MEETING: Tuesday, January 20, at 10:00 AM (No meeting in December.)

MOTION TO ADJOURN _____ M_____ S_____ P_____