

**Regular Meeting of the
MIDDLETOWN CEMETERY DISTRICT -- A SPECIAL DISTRICT IN THE COUNTY OF LAKE
Mary Hardesty Building, 16357 Butts Canyon Road, Middletown, CA
Tuesday, January 20, 2026, at 10:00 AM
AGENDA**

1. CALL TO ORDER

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

3. AMERICAN FLAG SALUTE

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

5. MOTION TO APPROVE THE AGENDA M_____ S_____ P_____

6. MOTION TO APPROVE MINUTES from November 18, 2025 M_____ S_____ P_____

7. ACTION ITEMS:

a. MOTION TO ACCEPT THE FINANCIAL REPORT for November & December 2025.

M_____ S_____ P_____

2025-26 Budget: \$318,620 (\$382,915 minus \$64,295 in contingencies)
Spent to Date: \$ 59,863
Balance Remaining: \$258,757

- Descriptions have been added to the Vendor List
- The manager resolved the account that she could not reconcile for 10/31/25. The Reconciliation and Balance Sheet are included.

b. MOTION TO REVISE THE PRICE LIST to adjust for the cost of new grave liners. Current selling price is \$470.

Cost \$495. Sales Tax \$35.89. **Total Cost \$530.89** M_____ S_____ P_____

8. RULES AND REGULATIONS Review:

The cemetery does not accept shipment or delivery of headstones.

9. DISCUSSION regarding personnel evaluation

10. DISCUSSION on the use of the burial plots reserved for the Rebekahs (Susie)

11. MANAGERS' REPORT

Follow-up on last month's items
AHA First Aid Certification
Handling preneed funds, headstone deposits, and the Endowment Fund
CSDA Board Policy Sample Handbook
Brown Act Notes on Board members attending meetings remotely
Backup labor for the burial of ashes
New Checks – QuickBooks-compatible
The 2024-25 Audit and the Special Districts Report are complete
California Association of Public Cemeteries brochure

12. GROUNDSKEEPING / MAINTENANCE REPORT

- Gate Repair
- Miscellaneous and Squirrel Abatement
- Gravesite Restoration
- Frontier Farm (Kecia) water tank monitoring project
- Suggested Tree Work

13. NEW BUSINESS

14. NEXT REGULAR MEETING: Tuesday, February 17 at 10:00 AM

15. MOTION TO ADJOURN _____ M _____ S _____ P _____