

Russian River Cemetery District

**AGENDA**

**Regular Meeting**

**July 15, 2025 11:00 AM**

**940 Low Gap Road, Ukiah, CA 95482**

<https://russianrivercemetery.com/>

Chairman Jerry Buzzard • Trustee Carol Connerton • Trustee Erin Gardiner • Trustee Carolyn Johnson • Trustee Gary Mirata

Office Manager Dana Kornegay • Grounds Foreman Jaymen Cooper

**RULES AND PROCEDURES OF THIS BOARD**

This agenda has been prepared and posted at least 72 hours prior to a regular meeting or 24 hours prior to a special 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.

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**1. Call to Order**

A. Roll Call

**2. Public Comments**

☒ **Discussion**  [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.

**3. Consent Agenda**

☒ **Discussion** ☒ **Possible Action**  [Comment](#) [View Item](#)

A. Approval of Minutes - May 20, 2025 Regular Monthly Board Meeting

B. Approval of Warrants/Claims - May and June 2025

#### 4. Correspondence

☒ Discussion  [Comment](#) [View Item](#)

- A. Public Cemetery Alliance annual conference - July 31 & August 1 in Grass Valley  
GSRMA annual conference - October 9 & 10 in Corning
- B. Letter sent to state senate opposing SB 777 - Abandoned Endowment Care Cemeteries

#### 5. Office Manager's Monthly Report

☒ Discussion  [Comment](#) [View Item](#)

- A. Financial statements presented for May and June 2025
- B. Cemetery Logo

#### 6. Investment Committee Report

☒ Discussion  [Comment](#) [View Item](#)

Stifel Investment financial reports presented for May and June 2025

#### 7. Grounds Foreman's Monthly Report

☒ Discussion  [Comment](#)

- A. Burials for month and year to date
- B. Grounds maintenance

#### 8. Review and Selection of Audit Firm for Fiscal Years Ending 2025–2027

☒ Discussion ☒ Possible Action  [Comment](#) [View Item](#)

The Board will review proposals received for audit services and select a firm to conduct the District's audits for the fiscal years ending June 30, 2025, 2026, and 2027.

#### 9. Approval of ACH Payment Authorization for Deep Valley Security

☒ Discussion ☒ Possible Action  [Comment](#)

The Board will consider authorizing ACH payments to Deep Valley Security.

#### 10. Adoption of Personal Protective Equipment (PPE) Policy

☒ Discussion ☒ Possible Action  [Comment](#) [View Item](#)

The Board will consider adopting a Personal Protective Equipment (PPE) policy for employee safety requirements.

#### 11. Presentation of Findings from Employee Salary Review Committee

☒ Discussion ☒ Possible Action  [Comment](#)

Trustees Gardiner and Johnson will present the committee's findings on employee compensation. The Board will discuss the report and may take action, including setting salaries for all employees for fiscal year 2025-2026.

## 12. Present of Draft Budget for Fiscal Year 2025-2026

☒ Discussion ☒ Possible Action  [Comment](#)

Finalization of the budget is contingent upon approval of employee salaries.

## 13. Update to Employee Holiday Schedule

☒ Discussion ☒ Possible Action  [Comment](#) [View Item](#)

The Board will consider replacing the birthday holiday with Juneteenth and renaming Columbus Day as Indigenous Peoples' Day.

## 14. Trustees Comments

☒ Discussion  [Comment](#) [View Item](#)

A. Cemetery walking tour - August 2nd

## 15. Adjournment

Next Regular Meeting - August 15, 2025

**Posted 12:48 pm on July 11, 2025**