

CEMETERY DISTRICT OF THE REDWOODS
P.O. BOX 153
WILLITS, CA 95490

BOARD OF DIRECTORS
Minutes of the Meeting of
April 8, 2026

The meeting, held at Little Lake Cemetery, was called to order at 10:40am with Directors Verlan Strock, S. Kimbal Dodge, Karina McAbee and new member Skip Lucier in attendance. Ed Scott was absent. Also attending were Dave Montes, Groundskeeper and Erica Kroesen, Board Secretary.

There were no members of the public nor guests and there were no public comments made.

Karina moved to accept the minutes of the January 20, 2026 meeting, seconded by Kimbal, carried.

REPORT OF GROUNDSKEEPER:

Dave reported that everything is great at the Laytonville Cemetery.

At the Little Lake Cemetery, there is a volunteer who wants to, at his expense, do repair work to the Baechtel Family Plot. He plans to remove and replace the cement caps and replace/repair corner markers that have broken. Discussion regarding liability of volunteers. Board directs Erica to find an appropriate Release of Liability template online and directs Dave to be sure that all volunteers sign the Release as appropriate. Dave pointed out the area that he is considering for the future Scatter Garden. The idea is to grade it to be perfectly flat and create a berm on the west side with some planting to stabilize the area. Karina moved to clear out the south-west corner of Little Lake Cemetery to look at for scatter garden, or other possibilities, with a quote from Tory Lawrence – seconded by Kimbal, carried.

Since the last Board Meeting the plumbing has been repaired and the new lighting installed at the Willits shop. Dave is very happy with the brighter lights and everyone is happy that the toilet flushes very well now. Dave asked that the Board approve the B.A.S. Roofing quote to replace the broken (and leaking) paneling on the side of the shop. Discussion. Skip moved to proceed with B.A.S. Roofing, not to exceed \$5,000, Karina seconded, carried.

OLD BUSINESS:

Erica reports: The 2024-2025 Audit field work has been completed and Zach Pehling, CPA expects to have the report completed any time; information from "Matt" at County building department – simple explanation is that cemeteries are a 'no man's land' and as a special district we are exempt from a lot of stuff (and the County will look away). To find our property lines we could go to the Recorder's office and look at our neighbor's lines around each cemetery, or we could hire a surveyor (\$\$\$) and then the surveyor could write a report (even more \$\$\$). Specifically for work on our roads, we will have to do all 'foot work' but we may be able to get extra-asphalt from jobs done by DOT in County (707-463-4363, Alex), Granite Construction or

A to Z Construction... but they will only drop the asphalt, we would have to spread and compact it all. Regarding placement of Willits Cemetery sign: CalTrans is very picky about encroachment on their right-of-ways. They usually have 3 to 6 feet from a roadway. We would have to contact them to find out what their right-of-way is from Highway 20. Eureka office (707-445-6600), Marysville? Ukiah? Matt is not sure which Caltrans office is responsible for Highway 20 West. Matt felt it would be worth asking Becky Bowlds about putting our sign on the south side of the Highway, in her field. He suggested we may be able to get Redwood donated by Bruce Burton for a new sign, we may consider etching 1/4" plastic with a plexiglass overlay for signage, or if we had a stainless steel sign machined it would be ONE AND DONE! The County Building Dept may be able to digitize our maps, and/or make copies as our maps are getting flimsy as they age – Board directs Erica to find out about this possibility. Finally, Erica gave each Board member a copy of an updated Bylaws to take home and look at.

NEW BUSINESS:

Board will consider appointing a Board President, tabled to next meeting.
Erica explained the County Auditors Office's new process for Accounts Payable. New forms needing signatures were signed. (copies attached at end of minutes)
Link for Ethics Training & Brown Act on-demand Webinars from cdsa.net was handed out.
Skip would like to see a copy of our last budget so he can be prepared for our July meeting when we will be working on the 2026-2027 Budget.

No Closed Session was needed.

NEXT MEETING: July 15, 2026 @ 10:30. Location to be determined.

Skip moved to adjourn the meeting at 12:20pm, Karina seconded, carried.

Submitted by,

Erica Kroesen, Board Secretary
Cemetery District of the Redwoods