

## ATASCADERO CEMETERY DISTRICT

## BOARD OF TRUSTEES MEETING

November 15, 2023

The Atascadero Cemetery District Board of Trustees met on Wednesday, November 15, 2023. The meeting was called to order by Board Chair Margaret Marshal at 10:05 a.m. Also present were trustee Richard Hart, Trustee Jay DeCou and District Manager Cindy Summers. No members of the public were in attendance.

There were no public comments.

The Board of Trustees reviewed and approved the minutes of the October 17, 2023, regular board meeting, as presented.  
MMSC Marshall/Decou All ayes

The trustees reviewed the October 2023 Bank of America statement, the deposit of \$18,526.54 to the San Luis Obispo County Treasurer's Office and the October warrant list.

## Correspondence:

- A. The CAPC Annual Conference attendance and travel plans were discussed. DM Summers to attend and travel by train. Trustee Marshal to attend and she will drive. Trustee DeCou will confirm attendance soon and if able to attend he will drive. Trustee Hart will advise regarding his attendance within the next month.
- B. The ACD is featured in the CAPC calendar, and all Trustees received a calendar.

### Old Business:

- A. The water line work has been scheduled to start November 24th.
- B. Tree work is scheduled for 11-17 through 11-21.
- C. The employee worksheets including employer paid benefits were reviewed. The worksheet will be included with the job announcement for the grounds person.
- D. Notices regarding the road closures and limited access to the cemetery during the repaving project have been posted on site and on the website. The information is included in the phone message and as a bounce back email.
- E. The split rail fence project has been completed.

### New Business

- A. The Trustees reviewed the burial report for October.  
2 Full body burials and 1 Ash
- B. The Trustees reviewed and signed 2 certificates of burial for the 2<sup>nd</sup> of a Double for a brother and for an Ash grave for a couple near their family in M, the husband is deceased.
- C. MMSC DeCou/Hart All ayes To accept the proposal for the add on for the road project of \$88,125.00 and to move the funds not used for the tree project to cover the cost over the budgeted amount.
- D. DM Summers gave her manager's report. She will be on vacation from 12-27 until 1-12. Her GSRMA meeting summary is attached. The settlement letter was mailed certified on 10-23 and delivered on 10-26. The check has not cleared to date. There were 2 public records requests, one for the Bylaws and our Records Retention policy, the 2<sup>nd</sup> was from the same person to clarify the number of pages and date of the Bylaws. A new computer was purchased for the office with a webcam for Zoom meetings. The old computer was very close to catastrophic failure. No

information or files were lost. We filed a police report regarding a person using a paint ball gun in the cemetery. The Board and the DM need to complete Ethics and Sexual Harassment Prevention training. We will be using the online seminars from CSDA. Once completed the certificates will be kept on file. The purchase of boots, rain jackets or some other PPE for staff was discussed and will be done prior to Christmas.

- E. The trustees reviewed and approved the warrants presented.
- F. The December meeting was set for Tuesday the 19<sup>th</sup> and the January meeting was set for Friday the 19<sup>th</sup>. Both at 10am.

MMSC Hart/Marshall All ayes To Adjourn the meeting at 11:27am

Respectfully submitted: Cindy Summers, District Manager