

**ATASCADERO CEMETERY DISTRICT****BOARD OF TRUSTEES MEETING****SEPTEMBER 21, 2023**

THE ATASCADERO CEMETERY DISTRICT BOARD OF TRUSTEES MET ON THURSDAY, SEPTEMBER 21, 2023. THE MEETING WAS CALLED TO ORDER BY TRUSTEE JAY DECOU AT 10:02 A.M. ALSO PRESENT WERE TRUSTEE RICHARD M. HART, AND DISTRICT MANAGER CINDY SUMMERS. MARGARET MARSHALL WAS ABSENT (EXCUSED). NO MEMBERS OF THE PUBLIC WERE IN ATTENDANCE. SERGEANT WILSHUSEN OF THE ATASCADERO POLICE DEPARTMENT WAS PRESENT. JAY DECOU RAN THE MEETING IN MARGARET MARSHALL'S ABSENCE.

THERE WERE NO PUBLIC COMMENTS.

DECOU MOVED TO ITEM 4F FOR DISCUSSION WITH SERGEANT WILSHUSEN. THERE HAVE BEEN 5 INTERIM CHIEF'S IN THE PAST YEAR AND AT THIS TIME JOE ALLEN IS THE IC, HE CAME OUT OF RETIREMENT. THE DEPARTMENT HOPES TO HAVE A CHIEF IN PLACE BY THE FIRST OF THE YEAR. THE SPECIAL ENFORCEMENT PROGRAM WAS DISCUSSED. THEY FOCUS ON MENTAL HEALTH ISSUES, OUTREACH, AND CRISIS MANAGEMENT. THE BEST WAY TO CONTACT THEM OR TO MAKE A CALL FOR SERVICE THAT IS NOT AN EMERGENCY IS 805-461-5051. IF SOMEONE IS CAMPING OR SLEEPING IN THEIR VEHICLES, CALL APD FOR SERVICE SO THEY CAN GET THEM A 72-HOUR ILLEGAL CAMPING NOTICE. THIS ALSO GETS THE WORD OUT THAT THIS IS NOT A PLACE TO STAY OVERNIGHT. WHEN WE MAKE A CALL FOR SERVICE, REQUEST A DRIVE-BY TO ENSURE THE POLICE RESPOND.

THE BOARD OF TRUSTEES REVIEWED AND APPROVED THE MINUTES OF THE AUGUST 23, 2023, REGULAR BOARD MEETING, AS PRESENTED. MMSC DECOU/HART ALL AYES

THE TRUSTEES REVIEWED THE AUGUST 2023 BANK OF AMERICA STATEMENT, THE DEPOSIT OF \$18,448.74 TO THE SAN LUIS OBISPO COUNTY TREASURER'S OFFICE AND THE AUGUST WARRANT LIST. THE TRUSTEES REVIEWED THE LETTER TO DENY CLAIM AND THE DRAFT OF THE JOB ANNOUNCEMENT.

**CORRESPONDENCE:**

- A. THE TRUSTEES REVIEWED AND DISCUSSED THE LETTER IN SUPPORT OF ACA 13 FROM THE DISTRICT. THERE WAS DISCUSSION THAT THE SUPPORT IS HELPFUL TO THE DISTRICT BUT NOT PERSONALLY HELPFUL. CAPC REQUESTED SUPPORT ON BEHALF OF CSDA.
- B. THE TRUSTEES REVIEWED THE PUBLIC COMMENT LETTER FOR ATASCADERO CITY COUNCIL.

**OLD BUSINESS:**

- A. THE ESTIMATED WORK TO REPAIR THE WATER LINE IS \$10,000 TO \$12,000 DEPENDING ON THE SIZE OF THE WATER LINE AND THE LENGTH. THAT ESTIMATE WAS BASED ON 250 FEET AND THE AREA WAS MEASURED AT 300 FEET THIS MORNING. THE REQUEST HAS BEEN MADE TO REDUCE THE DIAMETER OF THE LINE IF POSSIBLE.
- B. MISSION LINEN IS BRINGING OUR ACCOUNT BACK TO CURRENT.

**NEW BUSINESS**

- A. THE TRUSTEES REVIEWED THE BURIAL REPORT FOR AUGUST. 7 ASH AND 2 FULL BODY BURIALS.
- B. THE TRUSTEES REVIEWED AND SIGNED 2 CERTIFICATES OF BURIAL. ONE FOR THE 2<sup>ND</sup> OF A DOUBLE FOR A SPOUSE AND ONE FOR A SIDE BY SIDE FOR THE SPOUSE.

- C. **DM SUMMERS REPORTED THAT SHE HAS APPLIED FOR THE RISK MANAGEMENT ACCREDITATION PROGRAM THROUGH GSRMA TO GET A REFUND ON OUR INSURANCE PREMIUMS, THE AMOUNT WILL DEPEND UPON "HOW MANY OF THE BOXES WE CAN CHECK OFF". SOME OF THE POLICIES THAT ARE BEING PRESENTED ARE PART OF THIS PROCESS. SHE ALSO APPLIED FOR AND WAS APPROVED FOR \$1,000 FROM THE LOSS PREVENTION SUBSIDE FUND WITH GSRMA, A SUMMARY OF THE NEXT TRAINING SESSION WILL BE DONE, AND WE SHOULD RECEIVE THE CHECK BACK SOON AFTER THAT. THE CEMETERY HAD 862 PAGE VIEWS IN AUGUST.**
- D. **THE BYLAWS REVIEW WAS TABLED UNTIL OCTOBER SO THAT THEY CAN BE DISCUSSED BY THE FULL BOARD.**
- E. **APPROVE THE PUBLIC RECORDS ACT AS PRESENTED. MMSC DECOU/HART ALL AYES**
- F. **APPROVED THE CONFLICT AND INTEREST AND DISCLOSURE POLICY AS PRESENTED. MMSC HART/DECOU ALL AYES**
- G. **APPROVE DM SUMMERS AS THE POWER OF ATTORNEY AND REPRESENTATIVE FOR THE IRS. MMSC HART/DECOU ALL AYES. DECOU SIGNED THE IRS FOR IN MARSHALL'S ABSENCE.**
- H. **ALL THE WARRANTS WERE SIGNED BY THE TRUSTEES AND THE BUDGET ADJUSTMENT REQUEST WAS DISCUSSED. DM SUMMERS STATED THAT 3 ITEMS COULD BE DEFERRED IF THE TRUSTEES PREFERRED TO WAIT TILL THE NEXT FISCAL. \$8,600 FOR THE REMOVAL OF 2 DEAD PINE TREES, THE \$10,000 ESTIMATE FOR TREE WORK ON THE SLOPE BEHIND THE OFFICE AND \$1,000 IN SERVICE WORK ON THE FORD. THE TRUSTEES REVIEWED THE RESERVE BALANCES. APPROVE THE BUDGET ADJUSTMENT OF \$45,000 TO CATCH UP ON THE DEFERRED MAINTENANCE ITEMS. MMSC HART/DECOU ALL AYES BOTH HART AND DECOU SIGNED THE ADJUSTMENT IN MARSHALL'S ABSENCE.**
- I. **THE OCTOBER MEETING WAS SET FOR TUESDAY OCTOBER 17<sup>TH</sup> AT 10AM SINCE BOTH DECOU AND DM SUMMERS WILL BE OUT OF TOWN ON THE 18<sup>TH</sup> FOR TRAINING.**

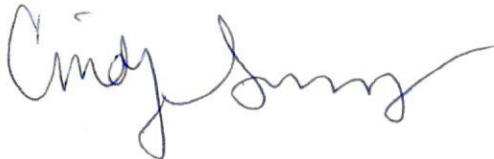
**THE TRUSTEES AND DM SUMMERS ENTERED CLOSED SESSION  
AT 11:55 AM**

**PER GOVERNMENT CODE 54956.9 DUE TO VERBAL THREAT OF  
POTENTIAL LITIGATION REGARDING CONCERNS WITH SERVICE AND  
REQUEST FOR REFUND.**

**THE TRUSTEES AND DM SUMMERS CAME OUT OF CLOSED  
SESSION AT 12:14PM BACK INTO OPEN SESSION AND MADE THE  
ANNOUNCEMENT, NO ACTION TAKEN.**

**MEETING ADJOURNED 12:15PM**

**RESPECTFULLY SUBMITTED: CINDY SUMMERS, DISTRICT MANAGER**

A handwritten signature in blue ink, appearing to read "Cindy Summers", written in a cursive style.