

ATASCADERO CEMETERY DISTRICT**BOARD OF TRUSTEES MEETING****October 16, 2024**

The Atascadero Cemetery District Board of Trustees met on Wednesday, October 16, 2024. The meeting was called to order by Board Chair Margaret Marshall at 10:01 a.m. Also, present were Trustee Jay DeCou and District Manager Cindy Summers.

No public comment.

The Board of Trustees reviewed and approved the minutes of September 25, 2024, regular board meeting as presented. MMSC Decou/Marshall All ayes.

The trustees reviewed the September 2024 Bank of America statement and the deposit of \$8,131.73 to the San Luis Obispo County Treasurer's Office. The trustees reviewed the September warrant report.

Correspondence - None

Old Business - DM Summers gave her report on the expansion project. Grave availability is at 101, which equates to a 4-to-5-year timeline. Other than a side by side to a family member at the time of need, no other pre-needs will be sold until the expansion is complete. Staff will continue working on the dirt access road soon, the brush clearing will begin in December. Small trees and downed trees will be cleared by staff. An RFP for clearing the land is expected in the spring of 2025.

New Business

- A. The vault purchasing options were discussed including expense, quality, turn-round time, service and load size. MMSC DeCou/Marshall all eyes to making future purchases from Cordeiro Company.
- B. The Trustees reviewed the burial report for September. There were 11 total burials that included a top of double, a single, and 9 cremations.
- C. DM Summers presented her manager's report which included: Atascadero Police Departments response to a person camping in the cemetery. A transfer of vacation to sick time was discussed. To reduce future liability a cap on accrual of time will be on the agenda for next month. DM Summers has been asked to present at the CAPC meeting in October 2025. The first quarter of the FY 2025 budget is on target. DM Summers will be attending the GSRMA conference in Corning next week. Going forward the financial reports from the county will be included in the packet. Due to the number of pages of the warrant register, those pages will not be included in the packet but will be available for review at each meeting. The Capital Improvement Plan will be on the next agenda. The security system is scheduled for upgrade on 10-18-2024. Internet and voice services will be moved to Star Link on 10-28-2024. The Holiday policy will be on the next agenda to discuss ACD, County of SLO, State and Federal Holidays.

The warrants were reviewed and signed.

The next meeting is set for November 20, 2024.

Meeting adjourned at 11:28 am.

Respectfully submitted: Cindy Summers, District Manager