

ATASCADERO CEMETERY DISTRICT  
BOARD OF TRUSTEES MEETING  
JULY 19, 2023

THE ATASCADERO CEMETERY DISTRICT BOARD OF TRUSTEES MET ON WEDNESDAY, JULY 19, 2023. THE MEETING WAS CALLED TO ORDER BY TRUSTEE MARGARET A. MARSHALL AT 10:12 A.M. PRESENT WERE TRUSTEE MARGARET MARSHALL, RICHARD M. HART, AND JERRY DECOU IV. CINDY SUMMERS, DISTRICT MANAGER WAS PRESENT, THERE WERE NO MEMBERS OF THE PUBLIC IN ATTENDANCE.

THE BOARD OF TRUSTEES REVIEWED AND APPROVED THE MINUTES OF THE JUNE 14, 2023, REGULAR BOARD MEETING, AS PRESENTED. MMSC DECOU/HART ALL AYES

THE TRUSTEES REVIEWED THE MAY 2023 BANK OF AMERICA STATEMENT, THE DEPOSIT OF \$17,358.28 TO THE SAN LUIS OBISPO COUNTY TREASURER'S OFFICE AND THE JUNE WARRANT LIST.

**CORRESPONDENCE:**

- A. THANK YOU NOTES FROM A MEMBER OF THE PUBLIC AND FROM THE STAFF REGARDING THEIR INCREASE.
- B. A LETTER FROM SLO COUNTY DA REGARDING THE THEFT AND RETURN OF A MEMORIAL BENCH. NO LOSS TO REPORT SINCE THE BENCH WAS RETURNED WITH NO DAMAGE.
- C. THERE WAS AN ARTICLE IN THE PAPER REGARDING A MEMORIAL SERVICE AT THE CEMETERY.
- D. THE VERBAL COMPLAINT REGARDING ROAD CONDITIONS & TREE WORK NEEDED IS BEING ADDRESSED WITH THE RFP FOR REPAIRS THAT SHOULD BE OUT BY 8-31-2023 AND

**MMSC DECOU/HART TO AUTHORIZE \$5,000 TOWARDS TREE WORK. ALL AYES**

- E. DM SUMMERS WAS INSTRUCTED TO REGISTER AND MAKE RESERVATIONS FOR HERSELF, MARSHALL AND HART FOR THE CAPC MEETING AND FOR HERSELF, MARSHALL AND DECOU FOR THE GSRMA MEETING.**

**OLD BUSINESS:**

- A. THE VOICE MAIL SYSTEM HAS BEEN UPDATED BY DM SUMMERS.**
- B. THE WEB SITE PROJECT HAS BEEN COMPLETED. AGENDAS AND MINUTES WILL BE ADDED EACH MONTH. A PROJECT LIST WILL BE ADDED TO THE WEBSITE SO THE PUBLIC CAN SEE HOW WE ARE ADDRESSING ISSUES OF IMPORTANCE.**
- C. DM SUMMERS IS HIRING CCM, INC. FOR COMPLIANCE ON THE ROAD PROJECT AND THE RFP WILL GO OUT BY 8-31-23. THE ENTRANCE ROAD FROM HIGHWAY 41 WILL BE REDONE AND THE CRACKS AND POTHOLES INSIDE THE CEMETERY WILL BE FIXED.**
- D. THE EXPANSION PROJECT IS IN THE PLANNING AND FACT-FINDING STAGE. A PICTURE OF THE DESIGN DEVELOPMENT CONCEPT WILL BE INCLUDED ON THE WEBSITE. FACT FINDING FOR DIGGING A WELL WILL BE ADDED AS A PROJECT.**

**NEW BUSINESS**

- A. THE TRUSTEES REVIEWED THE BURIAL REPORT FOR JUNE. 6 ASH AND 3 FULL BODY BURIALS. 69 BURIALS FOR THE YEAR AT 60% ASH.**
- B. THE TRUSTEES REVIEWED AND SIGNED 7 CERTIFICATES OF BURIAL.**
- C. THE MANAGER'S REPORT FROM DM SUMMERS INCLUDED THAT WE NEED TO BE PREPARED FOR AN INCREASE IN INSURANCE PREMIUMS IN JANUARY. THE PERS REPORT SHOWS INCREASES BETWEEN 3.54% AND AS HIGH AS 19.25%. A 5%**

INCREASE OVERALL WAS INCLUDED IN THE BUDGET, SO AN ADJUSTMENT IS ANTICIPATED. STAFF MAY BE WORKING EARLIER HOURS DUE TO THE HEAT. TWO ONLINE POLICE REPORTS HAVE BEEN MADE REGARDING OVERNIGHT VEHICLES, WHAT APPEARS TO BE UNDERAGE DRINKING AND TRASH IN THE CEMETERY. DM SUMMERS SHARED HER NOTES BROUGHT BACK FROM THE CSDA MEETING, THE SPEAKERS AND TOPICS WERE VERY INFORMATIVE.

- D. THE 11 POLICIES PRESENTED IN THE MEMO FOR UPDATE WERE APPROVED AS PRESENTED. THE POLICIES WERE, CENOTAPH, DISINTERMENT, PURCHASING AUTHORITY, MARKER URNS, PAYMENT, SATURDAY SERVICES, SCATTERING OF REMAINS, ALCOHOL AND DRUG USE, EMPLOYEE PERSONNEL, SICK LEAVE AND OTHER REIMBURSEMENTS AND COMPENSATION. MMSC HART/DECOU ALL AYES
- E. THE TRUSTEES REVIEWED AND SIGNED THE WARRANTS PRESENTED.
- F. DM SUMMERS WILL BE OUT OF THE OFFICE FOR THE PCA ANNUAL MEETING FROM 8-9 TO 8-11, TO GIVE HER AMPLE TIME TO PREPARE FOR THE AUGUST MEETING IT WAS SET A WEEK LATER ON WEDNESDAY 8-23-2023 AT 10AM. MEETING ADJOURNED AT 12:05AM MMSC DeCOU/HART ALL AYES.

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

