

**ATASCADERO CEMETERY DISTRICT****BOARD OF TRUSTEES MEETING  
OCTOBER 17, 2023**

THE ATASCADERO CEMETERY DISTRICT BOARD OF TRUSTEES MET ON TUESDAY, OCTOBER 17, 2023. THE MEETING WAS CALLED TO ORDER BY BOARD CHAIR MARGARET MARSHAL AT 10:20 A.M. ALSO PRESENT WERE TRUSTEE RICHARD M. 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 SEPTEMBER 21, 2023, REGULAR BOARD MEETING, AS PRESENTED. MMSC DECOU/HART ALL AYES

THE TRUSTEES REVIEWED THE SEPTEMBER 2023 BANK OF AMERICA STATEMENT, THE DEPOSIT OF \$10,335.58 TO THE SAN LUIS OBISPO COUNTY TREASURER'S OFFICE AND THE SEPTEMBER WARRANT LIST.

**CORRESPONDENCE:**

- A. THE TRUSTEES REVIEWED THE GSRMA BOARD ELECTIONS NOTICE.
- B. THE TRUSTEES REVIEWED THE INFORMATION REGARDING THE CAPC TRUSTEE AND MANGER OF THE YEAR AWARD NOMINATIONS.
- C. THE TRUSTEES REVIEWED THE NOTICE OF PUBLIC HEARING REGARDING TWO APPEALS TO THE RV STORAGE LOT ON SYCAMORE ROAD.

**OLD BUSINESS:**

- A. THE WATER LINE WORK HAS BEEN DELAYED DUE TO SCHEDULING AND PARTS AVAILABILITY ISSUES.**
- B. MMSC TO ACCEPT THE 2021 AUDIT AS PRESENTED. DECOU/HART ALL AYES.**
- C. TWO TREE PROJECTS ARE SCHEDULED IN NOVEMBER, THE 2 DEAD PINES ABOVE SECTION D AND THE SIDE HILL TRIMMING IN SECTION N. ANY WOOD THAT IS CUT AND STACKED AT STREET-SIDE CAN BE TAKEN BY THE PUBLIC AT NO COST. THE CUTTING OF WOOD IS EXPECTED TO BE A WINTER PROJECT.**
- D. ONLY 1 BID WAS RECEIVED FOR THE ROAD PROJECT. 1 COMPANY SENT IN QUESTIONS BUT DID NOT BID. 11 REQUESTS WERE MAILED. THE RFP WAS PRINTED IN THE A TOWN DAILY NEWS AS A PROMOTED ARTICLE. THE RFP WAS POSTED ON THE CEMETERY WEBSITE AND ON THE OFFICE WINDOW. MMSC TO ACCEPT THE PROPOSAL AS SUBMITTED USING THE 2-COAT SLURRY OPTION. DECOU/HART ALL AYES. MMSC TO ASK FOR A PROPOSAL FOR ADDING THE PULVERIZING AND REPAVING OPTION FROM THE TOP OF THE DRIVE TO THE INTERSECTION JUST PAST THE OFFICE AND INCLUDE THE PARKING LOT AREA. DECOU/HART ALL AYES**
- E. MMSC TO APPROVE THE FINAL BUDGET FOR 23/24 AS PRESENTED. DECOU/HART ALL AYES**
- F. MMSC TO APPROVE THE GOVERNANCE BYLAWS AS PRESENTED. DECOU/HART ALL AYES**
- G. 11:12AM HART STEPPED OUT OF THE MEETING. MMSC TO ACCEPT THE SALARY SCHEDULE AS PRESENTED. DECOU/MARSHALL ALL AYES THE JOB ANNOUNCEMENT IS EXPECTED TO BE POSTED IN LATE JANUARY OR EARLY FEBRUARY.**

**NEW BUSINESS**

- A. **THE TRUSTEES REVIEWED THE BURIAL REPORT FOR SEPTEMBER. 4 FULL BODY BURIALS**
- B. **THE TRUSTEES REVIEWED AND SIGNED 1 CERTIFICATE OF BURIAL FOR THE 2<sup>ND</sup> OF A DOUBLE FOR A SPOUSE.**
- C. **11:17 AM HART REENTERED THE MEETING. DM SUMMERS REPORTED THAT THE AWP PROJECT IN SECTION N HAD BEEN COMPLETED AND PICTURES ARE ON THE WEBSITE. SUMMERS SUBMITTED A SUMMARY FROM THE CAPC MEETING, AND THAT SUMMARY HAS BEEN SENT TO GSRMA TO SECURE THE \$1,000 REIMBURSEMENT FOR THE TRAINING. SUMMERS IS WORKING WITH THE VFW ON THE FLAGPOLE PROJECT. VFW WILL HAVE A DEDICATION PRESENTATION WHEN IT IS COMPLETED. THE SPLIT RAIL FENCE PROJECT IS EXPECTED TO COST \$500. THE ACD STAFF WILL MANAGE THE PROJECT AND THE POST HOLE DIGGING WILL BE DONE BY THE SHERIFF'S AWP.**
- D. **ALL THE WARRANTS WERE REVIEWED AND SIGNED BY THE TRUSTEES.**
- E. **THE NOVEMBER MEETING WAS SET FOR WEDNESDAY NOVEMBER 15<sup>TH</sup> AT 10AM.**

F.

**THE TRUSTEES AND DM SUMMERS ENTERED CLOSED SESSION AT 11:40 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 12:15 PM BACK INTO OPEN SESSION AND MADE THE ANNOUNCEMENT:**

**THE ATASCADERO CEMETERY DISTRICT EMPLOYEES AGREED TO SCHEDULE THE INURNMENT ON A SATURDAY WITH ONLY ONE GROUNDS-MAN AVAILABLE, WITH THE FAMILY'S AGREEMENT TO**



HELP WITH THE SETUP OF THE POP-UP TENT. THE ACD WILL REFUND \$256.76 WHICH IS EQUAL TO THE AMOUNT OF OVERTIME PAY FOR THE GROUNDS-MAN THAT DID NOT WORK THE SERVICE.

THE CASHING OF THIS REFUND CHECK IN THE AMOUNT OF \$256.76 IS CONSIDERED ACCEPTANCE OF FULL PAYMENT, SETTLEMENT, SATISFACTION, AND RELEASE OF ANY CLAIM IN THIS MATTER.

MMSC DeCOU/HART ALL AYES

A WARRANT FOR THE SETTLEMENT AMOUNT WAS ISSUED AND SIGNED BY THE TRUSTEES.

MEETING ADJOURNED 12:20 PM

A handwritten signature in blue ink, appearing to read "Cindy Summers", with a long horizontal flourish extending to the right.

RESPECTFULLY SUBMITTED: CINDY SUMMERS, DISTRICT MANAGER