

**Pleasant Valley Estrella Cemetery District**  
**Minutes from Board of Trustees Meeting**

**September 12, 2022 at 8:30 am**

Location: Estrella Adobe Church/Cemetery 5660 Airport Road; Paso Robles, CA 93446

Call to Order: 8:34 am. Due to the Chairman and Secretary needing to be at other meetings at 10:30 am, this meeting's start time was changed to 8:30 am for this date only. Proper notice was given to all board members prior to the meeting. Flag salute.

Present: Cemetery Board of Trustees – Henry Heer, Kenneth Meeks, Susan Velasquez, Suze Evenson, and Gaylo Elston.

Approval to accept the minutes of the General Meeting of June 6, 2022. Motion made by Suze, seconded by Kenneth, all ayes.

Public Comment: No comment at this time.

Special Presentation: None at this time.

Financial Report: \$1017.53 in checking account. \$7804.34 in endowment account. Debits since last meeting on June 6<sup>th</sup> were \$24,750.00 to Viborg Sand and Gravel for the entrance and parking area at the Estrella Adobe Church, \$1.00 to the City of Paso Robles for the “rent” on the easement, \$100.00 for the P.O. Box rental, \$851.00 to GSRMA for our yearly liability insurance and \$10.00 for a bank fee after the checking account went below \$1000.00. Credits since last meeting on June 6<sup>th</sup> were \$300 for one Interment and one pre-need cremation plot and \$300 for the two endowments. Vicki Stewart's remains will be interred in the near future and Tim Stewart expressed his desire to prepay for his reserved plot at the same time.

**OLD BUSINESS:**

Fencing for Estrella Adobe Church/Cemetery: Discussion was held about the replacement fencing. Susan had filled out a Community Grant with the County to the amount of \$4300. She had been informed by our Supervisor's assistant that the full appraised amount of \$8000 for the fencing would not be granted but one-half of that amount would. The Grant request was on the Board of Supervisor's Agenda for Tuesday, September 13, 2022.

Quitclaim Deed to Estrella Adobe Church/Cemetery: Susan had not heard from Ben at County Counsel recently.

**NEW BUSINESS:**

Investment Policy Statement: Susan had learned at a PCA meeting, she had attending in Santa Maria, that the cemetery districts should have an Investment Policy Statement on file. She sent a copy of the Policy attached to all board members prior to this meeting. Discussion was held. Hank made a motion to accept and sign the Policy. Gaylo seconded the motion, all ayes.

Endowment Care Financial Report: Susan handed out copies of the current balance and information about all of the payments that have been deposited into the Endowment Fund since its inception. This will continued to be updated and reviewed at regular meetings during the year.

Rental of Adobe Church for events: Discussion was held. Susan had put the rental information on the website. If Susan receives a request and application for use of the Church, she will contact all of the Board members to notify them. Susan will also look into ways to advertise the fact that it can be rented for certain events, such as through WeddingWire.com or through local wedding planners. Susan also informed the board of a letter and then a phone call regarding the buying or leasing of the Adobe for a wine tasting business. The two people were informed that the Adobe was not for sale or lease however they did not like the answer. Susan went to check the security of the Adobe and found it to be secure but did find a hole that a very determined woodpecker had made in a window header. Kenneth stated he would cover the hole.

#### BOARD MEMBER COMMENTS:

Susan stated that at the PCA meeting in Santa Maria she learned a few things. One was that Robert Hunt, the attorney that was on retainer for PCA members was sick and had retired. The PCA are not sure if they will continue to offer a retained attorney to their members. They are supposed to vote on it at their next meeting in October. Also, Susan learned that some Treasurers are required to be bonded. The representative from GSRMA stated that if we are insured through their company, the Treasurers are bonded through their policy. Susan confirmed this fact with Liz at GSRMA after the meeting in Santa Maria.

Susan stated that she had spoken to Neal of Neal's Tractor Service, who does all of our cemetery's openings and closings, about getting a copy of his liability insurance. She also sent him an email and a letter in the mail requesting the same. As of this date, the insurance copy has not been received.

Susan received an email from Roger Oxborrow requesting permission to install of a slab of concrete over the top of his parent's (Elwood and Carol) double-depth grave. He also requested being allowed to install a 16" X 36" headstone on top of the slab. All ayes.

Susan gave each board member a copy of the Calendar of our district meetings in 2023.

Meeting adjourned at 9:39 am

The next scheduled meeting is set for Monday, December 5, 2022 at 9:00 am at the Estrella Adobe Church/Cemetery.

Respectfully submitted,

Susan Velasquez, Secretary