

Pleasant Valley Estrella Cemetery District

Minutes from Board of Trustees Meeting

January 8, 2024 at 9:00 am

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

Call to Order: 9:00 am. Flag salute.

Present: Cemetery Board of Trustees – Henry Heer, Suze Evenson, Randy Walters and Susan Velasquez. Kenneth Meeks had previously notified that he would be absent today.

Approval to accept the minutes of the General Meeting held on December 4, 2023: Copies of the meeting minutes were emailed to each trustee prior to today's meeting. A motion was made by Suze to accept the minutes. The motion was seconded by Randy. All ayes.

Special Presentation: None at this time.

Financial Report: Copies of the Financial Report (see attached) were emailed to each trustee prior to today's meeting. A motion was made by Randy to accept the Financial Report. The motion was seconded by Suze. All ayes.

OLD BUSINESS:

Fire Marshal: Hank and Susan met a representative from the Paso Robles Fire Department at the Estrella Adobe on December 19, 2023. They were informed that the maximum occupancy of the adobe is 49 people due to the fact that there is only one exit. Also, if renters want a tent for the grounds that is larger than 400 feet, they will have to get a permit from the City of Paso Robles Fire Department. Susan will edit the website and the Event Rental Agreement to reflect these two changes. We are also required to have a fire extinguisher mounted by the door. Hank will purchase a fire extinguisher and mount it on a stand which is acceptable instead of mounting it to the adobe wall. He will be reimbursed for the expense if he chooses to submit a receipt.

Columbarium(s): Hank and Susan met with Hal Wilkes from Christy Vault Company in regards to possibly purchasing a Columbarium or possibly one for each of the cemeteries. Susan had gotten fee information from several local cemeteries as to what they charged for the niches and other connected fees, just for our information (attached). Discussion was held. Suze made a motion to pursue the purchase of two Columbarium(s) – one for Estrella Adobe Cemetery and the other for Pleasant Valley Cemetery. Randy seconded the motion. All ayes. Susan is to contact Hal to get a written estimate on the purchase of two Hexagon Columbariums and she will look into grants available from the County and other sources.

Landscaping between Solar Farm and Estrella Adobe Property: Nothing has been done since we were informed they would be finishing up by the end of January. It could possibly be due to the rain that we've had in the last two months.

NEW BUSINESS:

Voting of Officers for 2024: Suze made a motion to keep the current officers in their positions for this year. Randy seconded the motion. All ayes. Hank will remain as Chairman, Kenneth will

remain as Vice-Chairman (he agreed to this nomination at our December 4th, 2023 meeting) and Susan will remain as Secretary.

Review of Fees (Last review/change occurred on 1/2021): Susan, with Randy's help, provided a spreadsheet of what several local cemeteries were charging for their plots, endowments, etc. (see attached), along with some cemeteries located in California that had similar qualities as us, such as the number of burials per year, natural settings, etc. (see attached) Susan suggested that we add other fees (see attached list) as well, should a particular need come up, there will be a fee already in place. Discussion was held. The proposed changes were: raising Plot Fee (Resident) from \$300 to \$500; raising Plot Fee (Non-Resident) from \$500 to \$700; Endowment Fee to remain at \$300; raising Cremation Plot Fee (Resident) from \$150 to \$250, raising Cremation Plot Fee (Non-Resident) from \$250 to \$350; Endowment Fee to remain at \$150. Additional Fees; Administration/Service Fee (per event) \$100; Setting of Marker (Single) \$200; Setting of Marker (Double) \$300; Temporary Grave Marker \$50; Transfer Fee (other than right of succession) \$100; Disinterment Administration Fee \$100 plus the applicant will be responsible for all fees associated with the open/close, permitting and Mortuary Fees (this shall be reflected in our rules as well). Discussion was held as to offering families the opportunity to purchase a memorial bench for either cemetery in memory of their loved one(s). Susan shall get pricing on benches to be reviewed at our March 4th meeting. Randy made a motion to postpone consideration of the fee changes/additions until our March 4th meeting to be able to have more time to review/receive more information. Suze seconded the motion. All ayes.

Fixing of holes and cracks on Adobe Church: A bird has been "attacking" the adobe church above the front door and on the door itself, making deep holes. Hank brought Scott Brandon out to the Adobe to view the problem. Scott volunteered to fix the plaster issues the bird caused. Susan will fill the holes on the door with wood putty. If the bird continues to attack the door, Hank will put some sort of metal on the door to try to stop the "intruder".

Removal of dead trees at Estrella Cemetery: Suze will talk to her son(s) about cutting up the dead trees and removing the cuttings, etc. from the property. Hank will take care of the stump.

BOARD MEMBER COMMENTS:

Susan had previously emailed Rita Neal from the County Council on December 1, 2023 in regards to answer to our questions as to why we are not receiving a tax base. Susan has not had a response after Rita said she would have her people look into it. Susan emailed her again on January 2, 2024 and has still not received a response. She will email or call Ben at County Council to see if he has any information for us.

Susan added a copy of our District Map to our website for the public's reference.

Susan asked that each member of our council write up a "Mission Statement" for our District which will be added to our website and for use when applying for grants. These are to be submitted, reviewed and voted on at our March 4th meeting.

Hank showed a pole he designed and built to be replicated, installed and used at Pleasant Valley Cemetery, which will help with the measurement of the new plot areas. Randy was able to update the plot map of Pleasant Valley Cemetery in the CAD Program. This, along with Hank's measurement design will be extremely beneficial in the future.

A motion was made by Susan to adjourn the meeting at 10:50 am. Randy seconded the motion.
All ayes.

The next scheduled meeting is set for Monday, March 4, 2024 at 9:00 am at Pleasant Valley
Cemetery.

Respectfully submitted,

Susan Velasquez, Secretary