

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

**January 3, 2022 at 9:00 am**

Location: Pleasant Valley Cemetery 7000 Estrella Road, San Miguel, CA 93451 (moved/noticed)

Susan Velasquez's Home 4915 Ranchita Canyon Road, San Miguel, CA 93451

Call to Order: 9:01 am. Flag salute.

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

Approval to accept the minutes of the meeting of September 20, 2021. Motion made by Kenneth, seconded by Suze, all ayes.

Public Comment: No comment at this time.

Special Presentation: None at this time.

Financial Report: \$1779.53 in checking account. \$7503.26 in endowment account. Income: \$925.00 just received from AAA Insurance for damage caused by drunk driver to fence at Pleasant Valley Cemetery. Will be deposited on January 3, 2022.

**OLD BUSINESS:**

Estrella Adobe fence repairs and driveway entrance: Paul Viborg is helping us with a future plan for possible new entrance to the Adobe Church/Cemetery as well as parking. (See attached drawing) Susan found while doing research on the internet that the Estrella Adobe Church is on the City of Paso Robles's Historic Inventory.

Topo Mapping by Twin Cities Surveying, Inc. of Pleasant Valley Cemetery: Susan contacted the company and was told that the numbering of the plots was not included in the original contract. If we wanted them to number the plots, it would cost us \$80.00 per hour for them to do so. The program they did the mapping in (AutoCAD) is expensive to own and you have to have specific knowledge to use it. They sent Susan a copy of the mapping in PDF. Henry said he would send an electronic version to Susan as well.

Letter to Paso Robles City Planners: Susan sent a letter to the City of Paso Robles Planner. Discussion was held and it was determined that a similar letter should be sent to the City of Paso Robles Manager, Ty Lewis, letting him know who we were and our possible future plans for a new approach to the Adobe Church, along with safe parking. Susan will send the letter along with Paul Viborg's draft drawing.

Quitclaim deed to Estrella Adobe Church/Cemetery: No word from Ben from the San Luis Obispo County Counsel since November 12, 2021. Susan will email him for an update. Susan did have a long discussion with the President of the Friends of the Adobes, Laverne Buckman, regarding who was

actually responsible for the Estrella Adobe Church. She explained to Laverne that the County of San Luis Obispo formed the Cemetery District in 1940 and although the district was not filled at times, sometimes long periods of time, we were extremely grateful for the Women's Club and then the Friends of the Adobes for stepping in to take care of the Estrella Adobe. However, now that the District had 5 members, had been paying the insurance on the Adobe since 2017 and were taking care of the maintenance, the District is in charge of the Estrella Adobe. If the FOA insist that they are in charge of the Estrella Adobe, they will be required to sign an indemnifying document when we are able to get the quitclaim deed for the Estrella Adobe. Laverne stated that the FOA are only able to take care of the Rios-Caledonia Adobe and are no longer claiming to be in charge of the Estrella Adobe. They didn't even know if they wanted to continue having the yearly memorial service at the Estrella Adobe and would be discussing that at their November 9<sup>th</sup> meeting.

Response to Ken Gillespie requesting the purchase of 3 plots at PV Cemetery: Susan had sent a "Suggested Response" letter to the Board of Trustees members prior to today's meeting. The "Suggested Response" was read and discussed. A motion was made by Kenneth to send the response as written, denying his request. Gaylo seconded the motion. All ayes. Susan will mail the response to Kenneth Gillespie denying his request.

Volunteer Handbook / Waiver: Copies of the proposed Volunteer Handbook and waiver were sent to the Board of Trustees members prior to today's meeting (see attached). Henry made a motion to accept the Volunteer Handbook as written and the Volunteer Waiver provided by the San Luis Obispo County Counsel. Kenneth seconded the motion. All ayes. All board members have been provided a copy of the new Volunteer Handbook and all Board members signed a copy of the Volunteer waiver this day. The waivers will be kept on file by the secretary. All future new board members will be provided the Handbook and all future volunteers will be provided a waiver to sign.

Revenue from Prop. 13 tax: Susan will be contacting Erin at the San Luis Obispo County Accounting Department to see if our District qualifies for a percentage of the Prop. 13 tax income.

Website: Susan was formerly going to set up a website for the District using Goggle however determined that it would not meet all of the legal requirements. Therefore she will need to contact companies such as Streamline (Paso Robles Cemetery uses) to get quotes on having a website set up and monthly costs. Henry made a motion that due to our limited funds and no foreseeable income, that our District not have a website at this time. Suze seconded the motion. All ayes.

Krutsinger's Grave/von Dollen Headstone: Discussion was held regarding the stones that had been previously piled around the Krutsinger's grave. Susan had sent a letter to the daughter, along with a copy of the rules and the stones had since been moved onto the grave. It seems to be okay for now unless more items/stones show up in that area. Discussion was held in regards to the von Dollen headstone that was just dropped onto the grave and was not put into cement. Henry will either discuss it with her nephew who dropped off the headstone or will take care of it himself. It was determined that we need to add to our rules about how the headstones are to be installed. This will be discussed at our next meeting in March.

## NEW BUSINESS:

Fence Repair at PV Cemetery caused by drunk driver: As previously noted, a check in the amount of \$925.00 was received from AAA Insurance for the repair of the fence. Henry will contact the Bagby's, from whom we received the estimate, to complete the repair of the fence.

Membership to CAPC or PCA: Discussion was held as to whether to remain members of the California Association of Public Cemeteries and/or join the Public Cemetery Alliance. The CAPC membership is \$30 per year but has high costs for their conferences. The PCA membership is \$100 per year but has an attorney on retainer that we would have access to for any future issues, and the cost of their conferences are much lower. Suze made a motion to not rejoin the CAPC and to become members of the PCA instead. Gaylo seconded the motion. All ayes. Susan will send in the membership form with payment to the PCA.

Ethics Training / Sexual Harassment Training: Suze has completed her Ethics Training online. Kenneth is due to renew his and Susan will send him the link. Discussion was held as to whether Sexual Harassment Training was needed. Susan was told by the SLO County Counsel that it was only if we have 5 or more employees. We are all volunteers and do not receive any compensation or stipends for our service on the district board.

Business cards: Discussion was held as to whether we need individual business cards. It was decided that none of the directors needed them at this time.

Vote on Officers: Gaylo made a motion that Henry Heer remain our Chairman, Kenneth Meeks remain as our Vice-Chairman and Susan Velasquez remain as our Secretary. Suze seconded the motion. All ayes.

A sheet with the meeting dates for 2022 was distributed prior to the meeting. All are in agreement with the dates.

## COMMENTS:

Upon a new board member coming on to the board, a special workshop is to be held to bring the new member up to speed. Due to the fact that Suze Evenson was on the District Board prior, she declined the workshop and Susan will email her the District's Rules and Bylaws for her to familiarize herself with.

Discussion was held about having meetings when it is raining and our options. Four Sisters Winery offered a meeting room at their Winery on Pleasant Road should we ever need it. Suze volunteered to clean the Estrella Adobe Church should we need to use it in the future for a meeting.

Meeting adjourned at 10:27 am

The next scheduled meeting is set for Monday, March 7, 2022 at 9:00 am at the Pleasant Valley Cemetery.

Respectfully submitted,

Susan Velasquez, Secretary