

Pleasant Valley Estrella Cemetery District

Minutes from Board of Trustees Meeting

June 3, 2024 at 9:00 am

Location: Pleasant Valley Cemetery – 7000 Estrella Road; San Miguel, CA 93451

Called to Order by Chairman Hank Heer at 9:00 am. Flag salute.

Minutes kept by Secretary, Susan Velasquez.

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

Approval to accept the minutes of the General Meeting held on March 11, 2024. 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 Kenneth. 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 Suze to accept the Financial Report. The motion was seconded by Kenneth. All ayes. Discussion was held at this time in regards to putting one-half of the amount in our Endowment Account (\$5000.00) into a short term CD so as to earn some interest. A motion was made by Suze that Susan is to put \$5000.00 from the Endowment Account into a short term CD. The motion was seconded by Kenneth. All ayes.

OLD BUSINESS:

Status of California Grant (Coastal Stories): Susan had written the grant and had emailed it on March 20, 2024. She received an email on May 31, 2024 stating that our application had not been selected for funding. Susan will be contacting them for feedback on our application.

SLO County Grant: Discussion was held as to whether to apply for a County grant in the amount of \$5000.00 in July and what it should cover. We had received an estimate of a gate opener for the Estrella Adobe/Cemetery gate in the amount of \$4700.00. The extra \$300 should cover two back up batteries. Susan will write the Grant and send it to the County by July 1st.

Foundation: Previously, during a meeting with Supervisor Peschong, he suggested that we start a Foundation for receiving donations for the Cemetery District. At our last meeting in March we had discussed the formation of a Foundation and the costs and time it would entail. After reaching out to Ben Dore at County Counsel and doing research with the State of California, it was determined that we are considered a non-profit. Therefore, forming a Foundation is not a viable option at this time.

NEW BUSINESS

Changes to By-laws: Copies of three proposed changes (attached) to our by-laws were emailed to all of the trustees prior to this meeting. Suze made a motion to accept the proposed changes. Kenneth seconded the motion. Roll call was taken. All ayes.

Adopt yearly budget: A copy of the proposed budget (attached) for September 1, 2024 to August 31, 2025 was emailed to all trustees prior to this meeting. Suze made a motion to accept the proposed budget. Kenneth seconded the motion. Roll call was taken. All ayes.

Insurance: Copies of our insurance renewal due in July (attached) was emailed to all trustees prior to this meeting. There was a 7.7% rate hike from last year. Susan will mail the check before the due date.

Overview of Memorial Service at Estrella Adobe: It was well attended this year. Discussion was held as to future maintenance of the Adobe Church such as a new roof and fixing of cracks. Susan will do research on who may be capable of these repairs and their costs.

Brochure for District: Susan reworked a brochure she had previously put together for the District. Following an article that came out in the Paso Robles Magazine, she had received some calls about the Adobe Church and therefore needed something to be able to send to potential donors. All members present okayed the brochure for distribution.

BOARD MEMBER COMMENTS:

Hank's Ethics Certificate is due in September. The on-line test we used prior was supposed to not be available after December of 2023 but it looks like it is still available. Hank will take it in September.

Susan stated she has been working on the web-site – adding things, moving things, etc. She added a “Donation” page for anyone possibly interested in sending a donation to our District. There is a potential to add the ability for people to send the donation by using their credit card however there would be a 3.9% fee plus an additional \$.30 cent fee. The fees would have to be paid by the donor or taken out of the amount donated to us. Discussion was held. We will continue to receive checks only at this time until we find we need to add a credit card option.

A motion was made by Suze to adjourn the meeting at 9:50 am. Kenneth seconded the motion. All ayes.

The next scheduled meeting is set for Monday, September 9, 2024 at 9:00 am at Estrella Adobe Cemetery.

Respectfully submitted,

Susan Velasquez, Secretary