

Pleasant Valley Estrella Cemetery District

Minutes from Board of Trustees Meeting

September 11, 2023 at 9:00 am

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

Call to Order: 9:07 am. Flag salute.

Present: Cemetery Board of Trustees – Henry Heer, Kenneth Meeks, Suze Evenson, Randy Walters and Susan Velasquez

Approval to accept the minutes of the General Meeting held on June 5, 2023: Copies of the meeting minutes were emailed to each trustee prior to today's meeting. A motion was made by Kenneth to accept the minutes. The motion was seconded by Suze. 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 Kenneth to accept the Financial Report. The motion was seconded by Randy. All ayes.

OLD BUSINESS:

Fire Marshal: Susan stated that she had run into the Paso Robles Fire Marshal and explained to him that we would like some guidance as to what, if anything, we needed to do to bring the Estrella Church up to fire code. The Marshal said we need to start with the City of Paso Robles Building Department. Susan went to the City's Building Department and they stated that since we were a church, they really didn't have any authority to tell us what we can or cannot do. They did state that should we rent the building out and the renters want to put up a large tent of some sort that they would have to get a daily permit for that. Further discussion was held. Susan will recontact the Fire Marshal about coming out to inspect the Church. Discussion was held about fire extinguishers and Susan will contact the County to see if they have someone who services them for County facilities. Suze Evenson stated that she had an extra fire extinguisher that she would donate so that there would be one in the building.

Columbarium(s): Discussion was held regarding possibly installing a columbarium at Estrella Cemetery. Since we do not know where all of the burials are, ground penetrating radar would have to be used to find out which is a very expensive procedure. Susan will look into the cost for reference. A nice columbarium with seating, a flag pole and a solar light would possibly bring more attention to the Estrella Adobe Cemetery as well as give us an income which is greatly needed. Susan is to contact the San Luis Obispo County Counsel to see if there may be any issue with doing this. Hank and Susan will look at local cemetery columbarium's and find out who build or provided them to research costs.

Landscaping between Solar Farm and Estrella Adobe Property: Susan stated that Luke Nichols, who is the Director of the Solar Project's Management contacted her. He stated that he was new to the project and that they would be done completely with the project by mid-October. The planting of the trees to block the Estrella Adobe's view of the Solar Farm was the last thing to accomplish. They determined after meeting with the Paso Robles Water Department that they

had a couple of thousand feet that they would have to trench and install piping to be able to access water to irrigate the plants. They were revising their planting plan with possibly using low-water or drought resistant plants that they would not have to water as much. Luke stated that they would try to get the new plan to us prior to today's meeting. Susan read an email (see attached) that she received prior to today's meeting stating that they were still working on the new planting plan and would be sending it later in the week following the meeting. Susan will email the plan to all of the trustees once she has received it.

NEW BUSINESS:

Two signers on checks / payment of bills: Due to a questionnaire sent by our insurance company, it raised some questions about our accounting procedures that the Secretary thought might need to be addressed. A discussion was held. Suze made a motion that our district will require two signers on our checks for anything over \$1000.00. Randy seconded the motion. All ayes.

Change of Bylaws – Secretary's duties: Susan provided a copy of a suggested list (see attached) of the secretarial duties to amend the Bylaws. Discussion was held. Changes were made to the list (see attached). Kenneth made a motion to accept the list of Secretaries Duties as amended. Roll Call was taken - all ayes.

Review Investment Policy Statement: The Endowment Policy and Fund were discussed. Randy made a motion that there be no changes at this time. Roll Call was taken – all ayes.

Suze Evenson – Term Expiring November 7, 2023: Suze wishes to remain on the Board. Susan will inform the Board of Supervisors. Suze will need to retake the On-line Ethics Education and Susan will send the link to her via email.

Susan Velasquez- Term Expiring November 11, 2023: Susan wishes to remain on the Board as well. She will inform the Board of Supervisors.

BOARD MEMBER COMMENTS:

Discussion was held regarding the map of Pleasant Valley Cemetery done by Twin Cities Surveying. Randy has someone who can make changes on the special program the map is in.

Suze stated that there was a large hole in the bottom South/East corner of the wall inside the Church. Hank will check it out.

A motion was made by Suze to adjourn the meeting at 10:10 am. Kenneth seconded the motion. All ayes.

The next scheduled meeting is set for Monday, December 4, 2023 at 9:00 am at Pleasant Valley Cemetery.

Respectfully submitted,

Susan Velasquez, Secretary