

**MINUTES OF THE  
CITY OF CARLSBAD  
CEMETERY ADVISORY BOARD  
REGULAR MEETING  
CEMETERY OFFICE  
BOARD ROOM  
1506 BOYD DRIVE  
THURSDAY, OCTOBER 20, 2016**

**1. ROLL CALL OF VOTING MEMBERS AND DETERMINATION OF A QUORUM.**

Voting Members Present:	Joanna Sieberg Irene Rubio Adon Rodriguez Suzanne Carlsen	Chairman Member Member Member
Voting Members Absent:	Zolene Knott	Member
Ex-Officio Members Present:	-	
Ex-Officio Members Absent:	Steve McCutcheon Dale Janway	City Administrator Mayor
Others Present:	Lupe Ornelas Steve Hendley Diana Dorado Orlando Garza Sandy Gonzalez Dick Doss	Cemetery Manager Director of Sports & Rec. Cemetery Secretary Maintenance Contractor Budget Accountant City Councilman

**2. APPROVAL OF AGENDA:**

The motion was made to approve the agenda by Mrs. Carlsen and seconded by Mr. Rodriguez Voting Yes - Rodriguez, Sieberg, Rubio, Carlsen. Voting No – None. Absent – Knott.  
The motion passed.

**3. APPROVAL OF MINUTES FOR REGULAR MEETING JULY 21, 2016:**

The motion was made by Mr. Rodriguez and seconded by Mrs. Carlsen to approve the minutes for the July 21, 2016 meeting. Voting Yes - Sieberg, Rodriguez, Carlsen, Rubio. Voting No – None. Absent – Knott. The motion passed.

**4. APPROVAL OF QUARTERLY CEMETERY FINANCIAL REPORTS**

Sandy Gonzalez discussed the 1st Quarter Financials with the Cemetery Board. The motion was made to approve the financials by Mrs. Carlsen and seconded by Mr. Rodriguez Voting Yes - Rodriguez, Sieberg, Rubio, Carlsen. Voting No – None. Absent – Knott. The motion passed

**5. APPROVAL OF GENERAL OPERATING CASH REPORTS:**

The motion was made by Mrs. Carlsen and seconded by Mr. Rodriguez to approve the General Operating Cash Reports. Voting Yes - Sieberg, Rodriguez, Carlsen, Rubio. Voting No – None. Absent –Knott. The motion passed.

**6. APPROVAL OF MONTHLY CEMETERY REPORTS:**

The motion was made to approve the Monthly Cemetery reports by Mrs. Carlsen and seconded by Mr. Rodriguez. Voting Yes - Rodriguez, Rubio, Sieberg, Carlsen. Voting No – None. Absent – Knott. The motion passed.

**7. APPROVAL OF CEMETERY MAINTENANCE REPORT:**

Mr. Garza discussed his report. He said he has reduced the watering cycle and is watering in areas as needed. He has continued to treat areas with herbicide and fertilizer. He said he treated the trees with iron in and around the fence lines throughout the cemetery and they seem to be recovering. Mr. Garza apologized to the Board for not removing the tree stumps or painting the gates like he had indicated he would do in the last meeting. He said that they just couldn't keep up with all the mowing and weed eating they had to do because of all the rainfall in the last couple of months. He said he would be working on those two issues now that all the mowing has slowed down. Mr. Garza asked the Board if they could clarify on what they could do and not do when complaints come in regarding the monuments. Lupe said he would cover that issue when he gave his report. The motion was made to approve the Maintenance Report by Mrs. Carlsen and seconded by Mr. Rodriguez. Voting Yes - Rodriguez, Rubio, Sieberg, Carlsen. Voting No – None. Absent – Knott. The motion passed.

**8. APPROVAL OF THE CEMETERY MANAGER'S REPORT:**

Lupe discussed the reasons for the delay of the installation for the division signs throughout the Cemetery. He said a member of the Sign Department has passed away and another one is currently out battling cancer. Lupe asked Mr. Hendley if he could purchase some tools so that he could repair some of the issues that are wrong with the signs that are currently installed throughout the cemetery. He said he is currently putting together an order for materials to make more signs and he will be outsourcing them. He said he is outsourcing them in order to rush the whole sign installing process. Lupe discussed the walk through that was done with the contractors out at Sunset Gardens. They went over all the repairs that need to be done in the mausoleum. He said the City Construction Department will be doing all the repairs that are needed at Sunset Gardens. Lupe then discussed some of the customer complaints that have come in. He said that the complaints that come in regarding leaning headstones are not something that the Cemetery maintenance crew is suppose to take care of. He said he usually tells the customers that they have to call George at Carlsbad Monument to come and make those repairs. Mr. Doss asked Lupe if they were planning to finally put flags on the two empty flag poles that are located at the main entrance. Lupe said that the original plan was to remove one of them and reinstall it at Santa Catarina Cemetery and the other one was going to stay there. Mrs. Sieberg stated that she didn't feel that Carlsbad Cemetery needed more flags since it already has two in the new section. Mr. Garza said he could remove that flag pole and reinstall it in Santa Catarina Cemetery. Mrs. Sieberg made a recommendation to the Cemetery Manager to have that flag pole removed and reinstalled in Santa Catarina along with some solar lights. Mr. Rodriguez asked about the water shortage at Sunset Gardens. Mr. Garza said they had stopped watering since July due to the water shortage. He said the only thing that saved the grass from dying was all the rainfall Carlsbad had received in the last two months. Mr. Rodriguez said that they had discussed a backup plan a few years ago for water shortage for Sunset Gardens and nothing was ever done. Mr. Rodriguez suggested that a backup plan be put in the budget in the next three years for Sunset Gardens. Mr. Doss said the budget has already been cut by 20% and that still doesn't seem to be enough. He said that there isn't any money coming in due to the fall of the oil prices. He said that everyone will need to be real careful on their budget spending for a while.

The motion was made to approve the Cemetery Manager's report by Mrs. Carlsen and seconded by Mrs. Rubio. Voting Yes - Rodriguez, Rubio, Sieberg, Carlsen. Voting No – None. Absent – Knott. The motion passed.

**9. ADJOURMENT:**

Meeting was adjourned at 4:50 p.m.

Joanna Sieberg  
Chairman

4-20-17  
Date