

**MINUTES OF THE  
CITY OF CARLSBAD  
CEMETERY ADVISORY BOARD  
REGULAR MEETING  
CEMETERY OFFICE  
BOARD ROOM  
1506 BOYD DRIVE  
THURSDAY, JULY 21, 2016**

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

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

**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, Knott. Voting No – None. Absent – None.

The motion passed.

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

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

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

As Mrs. Sieberg looked through the cash reports, she noticed there was check registers included with the cash reports. She noted that she hadn't seen a cemetery check register in a while. Diana explained that the Finance Department had stopped submitting them to the Cemetery Department and has just now resumed submitting them. Mrs. Sieberg asked the board members if they wanted to take the time to look through all the check registers. Mr. Rodriguez stated that he had looked through all the cash reports and check registers before the meeting started. Mr. Rodriguez asked

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Orlando about some purchases he had seen on the check register. He wanted to know why there were two separate purchases of dirt and what were they used for. Orlando said that the first purchase of sand was to fill in the sinking monuments but it didn't work. So, he said they purchased the second purchase of dirt and that seem to help the sinking monuments. He said they are using both piles of dirt to help fill in graves. Orlando said he noticed looking at the check register that the City pays a pest control contractor to come spray the cemetery offices and he said he would be willing to spray the Cemetery offices free of charge. Diana explained to Orlando that the pest control contractor is contracted to spray all City buildings not just the cemetery offices. 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, Knott. Voting No - None. Absent - None. The motion passed.

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

As Mrs. Sieberg looked over the Monthly Cemetery Reports, she stated that she noticed the interment count was down in April, 2016. Mrs. Knott expressed that to her it didn't seem like the interment count should be down since she had noticed lately that there had been many funerals. Mrs. Carlsen said Mrs. Knott's observation was probably right. Mrs. Carlson said the death count wasn't down but the actual interments. She said that many people choose other options other than burying their loved ones in the cemetery. Mrs. Sieberg asked if there were any other questions about the monthly reports. Mrs. Carlsen asked about the complaint that had flowers marked as the issue. Diana said that particular complaint was about a woman that had called and complained about a missing glass vase with flowers that she had placed on her loved one's grave. Mrs. Carlsen stated that glass vases are against cemetery rules. Diana said that she had explained that to the woman but she was still very upset about it and went to talk to the Mayor. Mr. Rodriguez asked Mrs. Sieberg why Lupe wasn't present at the meeting. Mrs. Sieberg said that Lupe was not at the meeting because he had a doctor's appointment out of town that he could not reschedule. Mr. Rodriguez suggested that next time Lupe couldn't be present at a board meeting, the meeting be rescheduled so that he can be present. Mr. Rodriguez stated that he felt that it was very important for the Cemetery Manager to be present at every meeting. Mrs. Sieberg said she would look into the matter to see if rescheduling the board meeting was even an option for when the Cemetery Manager couldn't be there. The motion was made to approve the Monthly Cemetery reports by Mrs. Knott and seconded by Mrs. Rubio. Voting Yes - Rodriguez, Rubio, Sieberg, Carlsen, Knott. Voting No - None. Absent - None. The motion passed.

**6. NOMINATION AND APPROVAL OF BOARD VICE-CHAIRMAN**

Mr. Rodriguez nominated Mrs. Carlson for Vice-Chairman of the Cemetery Board and seconded by Mrs. Knott. Voting Yes - Rodriguez, Rubio, Sieberg, Carlsen, Knott. Voting No - None. Absent - None. The motion passed.

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

Mr. Garza discussed how he and the eight individuals that he employs have logged over 3600 hours during the months of May, June, and July, 2016. They maintain the Carlsbad Cemetery, Santa Catarina Cemetery, Santa Teresa Cemetery, and the Sunset Gardens Cemetery. He said they have established a regular watering schedule for all areas and they repair all the broken sprinkler heads as needed. He said he continues to treat areas with herbicide, fertilizer and pesticide. Orlando said he had some security issues come up. He said some vandals in the first week of July had cut the chain at the gate entrance near Santa Teresa Cemetery. He said they stole over 60 gallons of gasoline that was siphoned from his gas storage tanks. Orlando said that on July 9, 2016 his \$1700 utility trailer was also stolen. Orlando stated that he has, since the break-in, started taking all his expensive equipment at the end of the workday and locking it up at the Will Merchant Complex. He said he has a well secured storage area there. Orlando expressed that he

felt that the City needed to install security cameras around the Cemetery office. Mr. Rodriguez stated that Lupe needed to go ask City Hall if there was money somewhere for security cameras. Mrs. Jenkins suggested that maybe some sensor lights with a sign stating that the area is being monitored by video surveillance might work better. She noted that the security cameras that the City of Carlsbad set up in the Veteran's Park are not very useful. She said the video is very grainy and very hard to make out. She said that the sensor lights with the sign have really helped deter vandals. Orlando said that his wife who is off for the summer because she is school teacher has been coming to help out at the cemetery. He said she has spent many hours cleaning up the gravesites. She has filled up at least 16 trash cans with trash and illegal stuff such as glass vases. Orlando said he realizes the cemetery rule signs are posted at all the cemetery entrances but he thinks that they are posted up too high and the public can't read the rules. He suggested that the signs be lowered. Mr. Rodriguez said that he felt that the rule signs not only needed to be lowered but also moved in further into the cemetery so that cars that stop to read them aren't sticking out into the road. Mrs. Sieberg thought that more rule signs should be posted throughout the Cemetery. She said maybe posting one by the Carlsbad Cemetery office and one by the Columbarium would be a good idea. She said the public will probably take the time to read the rules when they are actually walking around the cemetery grounds versus driving in and reading them at the entry way. Mr. Rodriguez asked the board if the ad stating all the cemetery rules was ever placed in the newspaper. Mrs. Sieberg said that has never been done. Mrs. Jenkins suggested that Mrs. Sieberg contact Kyle in the Mayor's office. She said that he might be able to help put an article together regarding the cemetery rules and place the article in the paper. Mr. Rodriguez asked Mrs. Sieberg if anything had ever come out of the bench project that was presented by the Mayor. Mrs. Sieberg said that she didn't have any information on the benches because that was a Mayor's project and not the Cemetery Board's. Mrs. Sieberg asked Orlando about the recommendations listed on his maintenance report. Orlando stated that he felt that someone needed to clarify who is in charge of regulating the graves to make sure that everyone is following the rules. He stated that it is not a part of his contract and the only thing listed in his contract regarding the graves is that he is to remove the flowers from graves after 10 days of the funeral. He said that the subject needs to be discussed in the next meeting when the Lupe is present. He again expressed that a camera security system is needed due to the recent break-in at his storage shed. He thinks the police department should be contacted to patrol the area on a daily basis. Orlando said that there is a homeless man that walks through the cemetery regularly and he appears to be violent at times. He walks around with a metal pipe; waving it in the air. Mr. Rodriguez said that he has discussed the security issue with the Mayor because of some questionable people that have been hanging around the cemetery lately. He said the Mayor stated that Lupe is in charge of the security at the cemetery. Mr. Rodriguez asked Orlando when he was going to paint the gates. Orlando said that it is not in his contract to paint the gates but he will paint them before the next meeting. Mr. Rodriguez asked Orlando if he was going to be removing the tree stumps. Orlando said he will rent a stump grinder and get them removed. Mrs. Knott asked Orlando if they were going to start enforcing illegal planting of trees and shrubs by the public. Orlando said they try to enforce it but the public ends up going to the Mayor to complain. He said that the Mayor needs to help them enforce the rules for everyone and not make special exceptions for certain people. The motion was made to approve the Maintenance Report by Mrs. Carlsen and seconded by Mrs. Knott. Voting Yes - Rodriguez, Rubio, Sieberg, Carlsen, Knott. Voting No - None. Absent - None. The motion passed.

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

Lupe was unable to attend the meeting due to a Doctor's appointment out of town that he could not reschedule. Lupe left his Manager's Report to be read aloud to the board members by Mrs. Sieberg:

*First of all I want to compliment Orlando and his workers for doing such a great job with the maintenance on the cemetery grounds.*

*The irrigation in the new part of the cemetery was installed and is operational. Only a partial part of the irrigation project was completed due to budget cuts. We have recently seen some issues with the sycamore trees throughout the cemetery. They are starting to dry out and it is starting to show. Orlando spoke with Woods Houghton and they have come up with a solution to help treat the trees.*

*As soon as the final budget is released and if the signage money is still available then I will proceed with ordering the rest of the signs. On that note, everyone should be aware that all budgets were cut drastically including the Cemetery Department. So spending will be limited to things that we need as opposed to the things we want. So please bear with me as we make those decisions throughout the next fiscal year.*

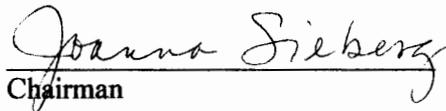
*I have attached a request from Mrs. Missy Salcido. She is requesting to purchase a plot in the Santa Catarina Cemetery to bury the remains of her late husband Javier Salcido. The plot is located near or next to the rest of the Salcido Family plots. Please see the attached map of that location. It clearly shows and is marked that there is a vacant spot in that location. I have done some measuring and according to the map and my measurements there is as much as eight feet between existing plots. I feel confident that we can dig in that area without disturbing any other graves at this time. I am asking for a recommendation on this matter as to if we can allow her to purchase and inter the remains of her late husband next to his loved ones.*

*Lastly, I apologize for not being able to be at this meeting. I had a doctor's appointment that I could not reschedule or miss.*

Mrs. Sieberg stated that all the Cemetery board can do is make a recommendation and they cannot make the final decision. Mr. Rodriguez said he supports Lupe in whatever decision needs to be made on this matter. Mrs. Sieberg stated that the Cemetery Board recommends that Lupe move forward on whatever needs to be done to help Melissa Salcido. The motion was made to approve the Cemetery Manager's report by Mrs. Carlsen and seconded by Mr. Rodriguez. Voting Yes - Rodriguez, Rubio, Sieberg, Carlsen, Knott. Voting No - None. Absent - None. The motion passed.

**9. ADJOURMENT:**

Meeting was adjourned at 4:54 p.m.

  
Chairman

10-20-16

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Date