

**MINUTES OF THE
CITY OF CARLSBAD
CEMETERY ADVISORY BOARD
REGULAR MEETING
MUNICIPAL ANNEX CONFERENCE ROOM
114 S. HALAGUENO
THURSDAY, OCTOBER 17, 2019**

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

Voting Members Present:	Dick Vandyke	Chairman
	Adan Rodriguez	Member
	Suzanne Carlsen	Member
	Amy Calderon	Member
	Desiree Kicker	Member
Voting Members Absent:	-	
Ex-Officio Members Present:	-	
Ex-Officio Members Absent:	Michael Hernandez	City Administrator
	Dale Janway	Mayor
Others Present:	Pat Cass	Director of Public Works
	Diana Dorado	Cemetery Coordinator
	Orlando Garza	Maintenance Contractor

2. APPROVAL OF AGENDA:

The motion was made to approve the agenda by Mr. Vandyke and seconded by Mr. Rodriguez Voting Yes - Rodriguez, Vandyke, Carlsen, Calderon, Kicker. Voting No – None. Absent –None. The motion passed.

3. APPROVAL OF MINUTES FOR REGULAR MEETING JANUARY 17, 2019:

The motion was made by Mr. Rodriguez and seconded by Mrs. Carlsen to approve the Minutes for the January 17, 2019 meeting. Voting Yes - Rodriguez, Vandyke, Carlsen, Calderon, Kicker. Voting No – None. Absent –None. The motion passed.

4. NOMINATE NEW CHAIRPERSON FOR THE CEMETERY BOARD:

Mrs. Carlsen nominated Mr. Van Dyke and Mrs. Kicker nominated Mrs. Carlsen to be Chairperson of the Cemetery Board. Mrs. Carlsen turned down the nomination.

5. VOTE ON THE NEW CHAIRPERSON FOR THE CEMETERY BOARD :

The motion was made to elect Mr. Vandyke as Chairperson by Mrs. Carlsen and seconded by Mr. Rodriguez Voting Yes - Rodriguez, Vandyke, Carlsen, Calderon, Kicker. Voting No – None. Absent –None. The motion passed.

6. CEMETERY FINANCIAL REPORTS:

A Finance Department representative was not available to present the Cemetery Financials. The cemetery board members questioned what the cemetery budget was for the new fiscal year that started on July 1, 2019. Diana could not provide a current cemetery budget report since the Finance Department never submitted current financials so that it could be included in the agenda packet. Mr. Cass said that he would be sure to bring the Cemetery Budget Report to the next meeting.

7. MONTHLY CEMETERY REPORTS:

Since there were three new Cemetery Board members, Mrs. Carlsen asked Diana to explain the Monthly Report and how it is calculated. Mrs. Calderon asked how much the cemetery plots cost. Diana discussed cemetery plot prices and the Open/ Close Interment fees and how the fees can vary depending on the day the service is scheduled. Mr. Vandyke encouraged the new board members to go on the City of Carlsbad Website and print out the Cemetery Rules and Regulations.

8. CEMETERY DIRECTOR'S REPORT:

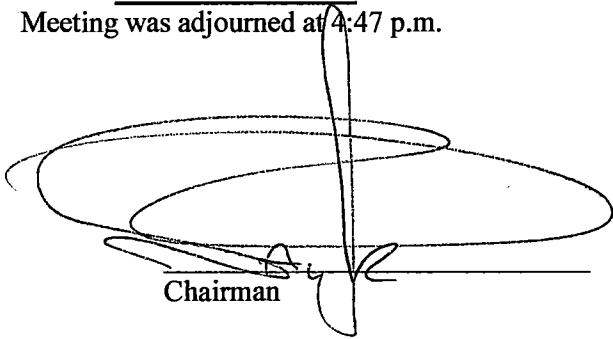
Mr. Cass explained how he has only recently become the director over the Cemetery Department and how the Cemetery Department is now become part of the of the Public Works family.

9. CEMETERY MAINTENANCE REPORT:

Mr. Garza presented his Maintenance Report. Mr. Garza discussed how he has continued to treat the sycamore trees which are suffering from the Anthracnose Disease. He said he has continued watering regularly for continued grass and tree growth. He said a donor donated 16 trees that were already planted throughout Division Q at Carlsbad Cemetery. He added that Oran Means has agreed to donate 20 trees that will be installed by Southwest Greenhouse at the Sunset Gardens Cemetery. Mr. Rodriguez commended Mr. Garza for doing such a great job with the grounds keeping. Mr. Rodriguez announced that the Mayor wanted him to renew his term on the Cemetery Board but he will not be renewing his term. He said he has already served on the board for ten years and this will be his final meeting. Mr. Vandyke thanked him for his 10 years of service. Mr. Rodriguez encouraged the new board to go out to the cemetery and get involved.

10. ADJOURNMENT:

Meeting was adjourned at 4:47 p.m.



Chairman

1-16-2020.
Date