

**Soledad Cemetery District
Minutes
August 7, 2014**

- I. **Board Member Shift in Duties:** New Board Officer Duties shift to President: Ben Caldera, Vice President: Javier Galvan, Secretary/Treasurer: Vicky Mora-Escobar
- II. **Call to Order:**
 - a. Ben Caldera, President called the Board of Directors' meeting to order at 8:36 am at the City Council Chambers, 248 Main St, Soledad.
- III. **Attendance:**
 - a. Board Members Present: Ben Caldera, Don Brooks, Vicky Mora-Escobar & William "Bill" Vaughan, Javier Galvan
 - b. Staff Present: Dana Guidotti & Mac Venegas & Rosa Sanchez
 - c. Guest: Erma Francioni & Tom Vaughan
- IV. **CLOSE SESSION: No Action**
- V. **Approval of Agenda:**
 - a. The August 2014 agenda was approved by a motion from Vicky and second by Don, with the addition of approval of expenses for CAPC Conference. Motion passed.
- VI. **Grounds Keeper Report**
 - a. Mac and Rosa will be attending the Workers Alternative Lunch program on August 19, 2014. By a motion from Don and second by Vicky, the Board approves to reimburse Mac for the cost of the lunches. Mac is also working with the probation program and one stop to receive more community workers.
- VII. **Reading of Minutes:**
 - a. Dana mailed & emailed the June & July, 2014 minutes. The minutes were approved by a motion from Bill and second by Javier. Motion passed.
- VIII. **Financial Statement:**
 - a. Dana presented the Financial Statements for the months of June & July 2014 and Current August Bills. The Financial Statements & Current Bills were approved as read by a motion from Don and second by Javier. Motion passed. Discussion on the budget overage on expenditures for the year ending July 2014, especially the cost of health insurance.
- IX. **Open Forum: (2 minute maximum time limit)**
 - a. Erma Francioni discussed the need to have the Cemetery gates open on Saturday & Sunday before major holidays.
- X. **Correspondence**
 - a. Best Practices of California Public Cemeteries, September 12, 2014
 - b. CAPC Conference, October 10-11, 2014
- XI. **Old Business**
 - a. *Remodel Office* – Tabled
 - b. *Policy Book* – Passed to Bill
 - c. *Proposed Monterey County & Santa Cruz County gathering of Local Boards for Discussion of local problems & situations* – Tabled

- d. **Conflict of Interest Code Review** – The new Conflict of Interest Code for the Soledad Cemetery District was approved and adopted by a motion from Don Brooks and second by Javier Galvan. The motion pass with 5 votes yea and 0 votes nay. See attached.
- e. **Policy on Reimbursing Cemetery for Paid Conference not Attended-** The policy was written and presented to the Board by Vicky. See attached. The Board will vote on the policy at next meeting.

XII. New Business

- a. **Collection Agency** – Javier discussed the process of collecting for an unpaid account. We would have to go to Civil Small Claims Court before we can garnish wages. Vicky spoke to the individual that owes funds and reported he was to bring Mac a payment this week.
- b. **American Legion Veteran Plots** – Tom Vaughan presented to the board a list of upgrades the American Legion would like to improve to the Veteran Plot area. See attached. By a motion from Bill and second by Vicky, the board approved the list of improvements with the exception of removing a tree. Motion passed.
- c. **Opening Gates on Weekend and/or before ^{major} manager holidays-** Will discuss at the next meeting.
- d. **Signing of Signature Cards-** Board members signed the Union Bank updated signature cards.
- e. **Approval of Expenses for CAPC Conference 10/10/14** – By a motion from Javier and second by Bill, the approval of expenses for the CAPC Conference was approved for Don & Mac to attend October 10, 2014. Motion passed with Don abstaining from the motion.

I. New Agenda Items for Next Meeting

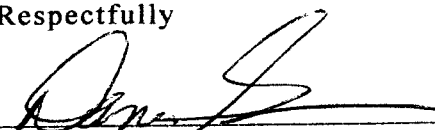
- a. **Opening Gates on Weekend and/or before ^{major} manager holidays**
- b. **Removal of Tree in Veterans plot**
- c. **Policy on Reimbursing Cemetery for Paid Conference not Attended**

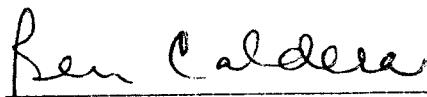
II. Adjournment

- a. The Soledad Cemetery District board meeting was adjourned at 10:25 a.m. by a motion from Bill and second by Don. Motion passed. The next general meeting will be on September 11, 2014 at 8:30 am City of Soledad Chambers.

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Respectfully


 Dana Guidotti, Acting Secretary


 Ben Caldera, President