

**MINUTES OF THE  
CITY OF CARLSBAD  
CEMETERY ADVISORY BOARD  
REGULAR MEETING  
CEMETERY OFFICE  
BOARD ROOM  
1506 BOYD DRIVE  
THURSDAY, MAY 15, 2014**

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

Voting Members Present:	Joanna Sieberg Adon Rodriguez William McCormack	Chairman Member Member
Voting Members Absent:	Irene Rubio	Member
Ex-Officio Members Present:	-	
Ex-Officio Members Absent:	Steve McCutcheon Dale Janway	City Administrator Mayor
Others Present:	Lupe Ornelas Patsy Jackson-Christopher Mark Walterscheid Zach Walterscheid Tai Etchervy	Cemetery Manager CRC Director Garden Mart, Inc. Garden Mart, Inc. Finance Auditor

**2. APPROVAL OF AGENDA:**

The motion was made by Mr. Rodriguez and seconded by Mr. McCormack. Voting Yes - Rodriguez, Sieberg, McCormack. Voting No – None. Absent – Irene Rubio.  
The motion passed.

**3. APPROVAL OF MINUTES FOR MEETING APRIL 17, 2014:**

The motion was made by Mr. Rodriguez and seconded by William McCormack not to approve the Minutes for April 17, 2014. Mr. Rodriguez stated he considered the minutes incomplete. Voting Yes – None. Voting No- Rodriguez, Sieberg, McCormack. Absent – Irene Rubio. The motion passed.

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

Mr. Rodriguez questioned a couple of items on the cash report. The first one he questioned was the reimbursement that was made to Denton-wood Funeral Home. Ms. Etchevery said that was payment entry that was done in error. Denton-Wood Funeral Home had sent a check over for Diana Dorado to key in with the other payments they sent but that particular check should have never come to the Cemetery office. The Finance Department did reimburse Denton-Wood for that check. The second item Mr. Rodriguez questioned was the reciprocating saw purchased at McCoy's Lumber. Mr. Ornelas did tell Mr. Rodriguez that he wasn't aware of any saw purchased and he would research and find out where that was. Mr.

Rodriguez did mention that in the past there was some angle iron purchased for gates even though the gates had been built already. Also, there had been some paint purchased to paint the gates but the gates were never painted. Mr. Rodriguez suggested that everyone needs to keep a close eye on the cash reports. The motion was made Mr. Rodriguez and seconded by Mr. McCormack. Voting Yes – Rodriguez, Sieberg, McCormack. Voting No – None. Absent – Rubio.

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

Mrs. Sieberg asked Ms. Etchevery, who was filling in for Monica Harris the Finance director, about the signage line items in the 3<sup>rd</sup> quarter financial report. She wanted to know if all that money was for signs for Carlsbad Cemetery only or if that included all cemeteries. Mr. Ornelas said that did include signs for all the cemeteries. Mrs. Jackson discussed the roof repairs that were never completed on the cemetery office. Mrs. Jackson said that when Rick Jackson, the previous Cemetery Manager, discovered that the leaks came from the drains being stopped up, he no longer felt like roof repairs were needed. Mrs. Jackson said she's not sure if the roof is going to be repaired after all.

**6. MONTHLY CEMETERY REPORTS:**

Mrs. Jackson stated that the number of interments is averaging at about 20 every month. The motion was made Mr. Rodriguez and seconded by Mr. McCormack. Voting Yes – Rodriguez, Sieberg, McCormack. Voting No – None. Absent – Rubio.

**7. CEMETERY MAINTENANCE REPORT:**

Mr. Walterschied discussed his maintenance report. He talked about how they are cleaning the fence line daily, weed eating and mowing as needed. They are repairing the sprinkler heads as needed, filling in graves that have sunken, and picking up flowers and vases around graves as needed. Mrs. Sieberg mentioned that she had visited some family plots and noticed that the area seemed pretty dry compared to other areas. Mr. Walterschied mentioned that there are some broken valves that need to be repaired in that particular area.

**8. CEMETERY MANAGER'S REPORT:**

Mr. Ornelas said the mausoleum remodeling has begun at Sunset Gardens. The remodel is scheduled to be completed in 180 days. All the cremains have been stored in totes and are being stored in the cemetery office. Mr. Ornelas told the Cemetery Board how Mrs. Dorado has attempted all week to put some information in the Little Argus section regarding the removal of the cremains due to the remodeling. So the public will be informed in case they go out to visit the cemetery. Mr. Ornelas said he ordered service lines for the irrigation system and the electrical system for the Veteran's Cemetery and Sunset Gardens Cemetery. Mr. Ornelas said he thought it was a good idea to have those installed before they pave the roads so that they wouldn't have to go back and cut the pavement in order to complete the electrical part of the job. He said the architects will mark them, noting where exactly they are for future use. Mr. Rodriguez asked Mr. Ornelas what fund those supplies had been purchased out of. Mr. Ornelas said the supplies had been purchased out of the Cemetery Improvement line item. Mr. Ornelas also said he had spoken with the engineer regarding the gate the sits 3ft. too far to the East. He said it would probably be best to move the gate so that it won't run into the headstones. Mr. Ornelas said that they thought it would be a good idea to run some line for the electrical in front of Babyland and in front of the mausoleum for lighting purposes. He thought with lighting set in place maybe it would be a good idea to put some flag poles there and keep them up all times since they would be lit up. Mr. Rodriguez said he was concerned about the General money being used for the Veteran's Cemetery. He said that money could be used for something else. Mr. Rodriguez also said he is working with Xcel Energy to get them to pay for all the electrical at the Veteran's Cemetery. He told Mr. Ornelas that he needed to communicate with him when anything came up regarding the Veteran's Cemetery. Mr. Ornelas said there are very few plots left to sell in Section P-15. Section Q is already open and the plots are for sale. Mr. Rodriguez asked Mr. Ornelas if he had called Constructors regarding the asphalt for the storage shed. Mr. Ornelas said that he had been in contact with

Constructors. Mr. Ornelas also stated that he is trying to put out all the fires that were left undone before he came into this department.

**9. DISCUSS OLD BUSINESS:**

Mrs. Sieberg previously had asked the Cemetery Board permission to store the flags for VFW at the Cemetery office. She thought for convenience purposes it would be a good idea. She said she then met with the VFW and they decided it wouldn't be a good idea to store the flags in the Cemetery Office. Mr. McCormack mentioned that he was a VFW Member and he would go back and discuss this with them again to see if they didn't want to reconsider storing the flags in the Cemetery office. Mr. McCormack asked if all the Rules are being incorporated now and if the Signs with the rules have been put up. Mr. Ornelas told him that Mrs. Jackson is still going over the rules and trying to take out some of the wordiness so that people will actually read them. Mrs. Jackson explained that as soon as the signs are approved with the new fiscal year budget then we can go ahead and order them. Mrs. Sieberg asked if the new building had been approved. Mr. Ornelas said he had not heard anything regarding a new shop building yet. Mr. Rodriguez said that the new shop building is at a standstill for now because when they go back and look at the budget for the Cemetery Department, they have spent the most money because of the mausoleum renovations. They may reconsider for next year's new budget. Mr. Rodriguez mentioned that the only other department that has spent more money was the Sports Complex Department.

**10. DISCUSS NEW BUSINESS:**

Mrs. Jackson discussed how she had a meeting with the IT Director, Sam Plumlee to discuss cemetery software options. She thought he could help her decide on software. Mrs. Jackson expressed that she didn't want to be stuck with software that wasn't really what she was looking for. Therefore Mrs. Jackson said she was going to take extra time to look at all her options. Mr. Plumlee told her about a website, Webcemeteries.com. He thought this was what Mrs. Jackson was looking for regarding software. He set up a demo with this company for Tuesday, May 20, 2014. Mrs. Jackson invited the Board Members to this demo. She said it is not actually software but it's called a Cemetery Management System. This Web company will come in and scan all the documents and they computerize everything for you.

**11. REPORT ON VETERANS CEMETERY:**

Mr. Rodriguez discussed how he has been meeting with Xcel regarding the possibility of them donating the main service from the electrical box to the Veteran's Cemetery. The engineers have been really busy and they haven't had a chance to draw up something to present to Xcel Energy yet. Mr. Rodriguez also talked about how he is in discussion with Mosaic regarding the possibility of them donating the gazebo for the Veteran's Cemetery. Mr. Rodriguez said that Governor Martinez will release the money after July 1, 2014 and then they can start the roads for the Veterans Cemetery. Mr. Rodriguez also asked Mr. Ornelas about the possibility of putting up a cemetery map on the wall of the meeting room so that everyone knows exactly which area of the cemetery is being discussed. Mr. Ornelas told him yes he would look for some maps to put up for future meetings.

**12. ADJOURNMENT:**

The motion was made by Mr. Rodriguez and seconded by Mr. McCormack to adjourn. Voting Yes – Rodriguez, Sieberg, McCormack. Voting No – None. Absent – Mrs. Rubio.  
Meeting was adjourned at 5:30 p.m.

Joanna Sieberg  
Chairman

6-19-14  
Date