

*Santa Margarita Cemetery District
Post Office Box 606
Santa Margarita, California 93453
Tel (805) 438-3502*

REGULAR BOARD OF DIRECTORS MEETING MINUTES

Tuesday, February 3, 2026

Opening

The regular meeting of the Santa Margarita Board of Trustees was held at the Santa Margarita Senior Center.

Closed Session

There was no closed session.

Open Session

1. Call to order at 11:10 a.m. Trustee Cabrera, Trustee Church, Trustee Peterman, Caitie Garcia were present. Trustee David Church was introduced and welcomed.
2. No closed session occurred.
3. Public communication

Mona Lancaster sent a photocopy list of 12 questions and requests for Linda to ask at the meeting. Linda said she knew the list was long but would like to get answers to 3 or 4 of them. Linda asked if there was a price list for services, a treasurer's report should be on the agenda and reported in the minutes, an itemized list of cemetery equipment and tools, where are they stored and they should not be used for personal use. Mona wants a copy of the state audit, it is public information. She wants the Grand Jury report and recommendations. Linda asked how many board members were at other like size county cemeteries, where are the agendas posted for the public to see, can everyone interned at the cemetery be identified.

4. **Board response**

Gil responded. He said the board members and Becky have the fee schedule and reminded Linda that she had a copy of the costs for cemetery services. Tools were stored at the cemetery and in Dan's garage; most of the tools were stored at the cemetery, the pneumatic hammer and lawn mower were stored at Dan's, they are not used for personal use. They are stored offsite to prevent them from being stolen if the shed gets broken into, which has happened a few times, and are stored at Dan's because none of the board members wanted them at their houses when they were purchased. When the cemetery gets a seatrain that is more secure, all tools will be stored at the cemetery. The cemetery does not have a blower. There are typically 3 board members for cemeteries, including Atascadero. Large cemeteries like Clovis, who average 400 burials a year, have more board members. The audit is not a state audit. There is no treasurer's report as a line item on the agenda. Monthly expenses and monthly deposits are both on the agenda every month and are reviewed by the board at the monthly board meetings. The meeting agenda was posted in the senior center. Not all interned can be identified as some burials were before records were kept.

5. **Action Items**

- 5.1 January minutes were approved by Cabrera and Peterman
- 5.2 January expenses were approved by Church and Cabrera

5.3 No deposits in January 2026

6 Business

6.1 No funerals or plots sold

6.1.1 board approved cremation service for Irene Gast on March 28, 2026

6.2 Facilities Report

6.2.1 in mid-January, Linda and Gil approved the purchase of tools and materials needed to repair a hole in the left driveway. Dan purchased the materials and tools and repaired the hole.

6.2.2 Becky explained the process the SLO County Department of Agriculture has regarding the application of hazardous/dangerous chemicals. Dan will need to get a Class M certification on his license in order to apply aluminum phosphite at the cemetery, which requires taking a class and passing a state test. Dan is willing to pay the fees for the class and possibly the test if it doesn't cost hundreds of dollars. Linda asked what the cost would be. Becky said Dan would research classes, test dates, locations, and costs if the board was interested in him using that chemical. The board was interested and asked that he get that information. Caity asked what it would cost to hire someone to come out and poison the squirrels. Chuck said a company like A-1 Pest can do that kind of job.

6.2.3 The board approved Dan spraying the cemetery and purchasing the weed abatement chemicals. Dan will post at the cemetery before he sprays, and the cemetery will be closed and locked while he is applying the chemicals to 2 days after completion.

6.2.4 Dan and Becky have checked the cemetery many times, including water lines, sprinkler heads, hose bibs, valves and have turned off the electricity to the pump. On 2/1/2026 Linda called Becky regarding water leaking and coming down the center driveway. Becky contacted Chuck Elisarraras who met with Becky and Dan at the cemetery. Chuck checked the electric panel, all breakers were off. He checked the valves and found them to be old and likely having faulty solenoids and/or diaphragms. We opened the lowest hose bib and drained the pressure tanks and water lines. There was no water source, no power, therefore no more water leaks. Chuck turned on the pump, it did not come on. The electric panel was wired close. He said he would attend the board meeting and address the pump, valves, and water lines with the board.

6.3 Audits

6.3.1 Moss, Levy, Hartzheim LLC completed audits and reports were sent to SLO County Auditor. Becky informed the board fees for audits would be increasing. They have kept the fees well under the industry standard in respect for Gil and their long-standing relationship, several decades. Gil had a copy of each audit report for the board to view. Copies of the audit reports will be given to Linda and Dave at the March meeting.

6.3.2 Moss, Levy, Hartzheim have had possession of fiscal years 2022/2023 and 2023/2024. Linda did not research any potential new audit firms. Dave made a motion to approve Moss, Levy, Hartzheim to complete remaining fiscal years needing to be audited. Gil seconded. The board signed a draw warrant for Moss, Levy, Hartzheim, in the amount of \$10,000.

7 New Business

7.1 Chuck Elisarraras

7.1.1 The water lines and valves are old, failing, and have met their economic lifespan. In response to leaking water, he said Dan did what he should have, checking the valves for standing water, checking sprinklers for leaks, draining the water system, and turning off all breakers so the pump cannot turn on. Chuck went to the cemetery with Dan and Becky to see why water was still coming down the main driveway. All breakers were off but the system was pressurized. He opened a bib and drained the system. Dan turned the breakers on, and he checked the pump, it would not turn on.

7.1.2 Chuck recommended he and Dan replace all valves, except one that is functional. The pump needs to be tested and diagnosed; he recommended Filliponi & Thompson or Miller Drilling. When the pump is diagnosed, Chuck will review the diagnosis and meet with the board to discuss options and give recommendations based of what the board would like, considering the future development of the cemetery property as a whole.

Chuck has traced the existing water lines and marked them with blue tags, white tags indicate proposed water lines, purple tags indicate proposed irrigation supply lines. He recommends new 2" water lines, using PVC pipe purchased from a drilling company as it's higher quality and has a flow direction.

7.2 Becky spoke with Cindy at Atascadero Cemetery about computer systems she has used, including Plotbox and Osiris, both of which would not meet our needs. She recommended creating a spreadsheet and inputting the names, DOB, DOD, and plot locations, which could then be shared with the website Find a Grave. Atascadero cemetery directs families to that website to find burial locations. Becky created an excel program and has begun inputting information.

8 Items not on agenda

David will be exploring options in creating a website for the cemetery. Linda will contact Jill Gallagher to see if she's interested in working collaboratively with David. Caitie said the cemetery is looking gorgeous, and thanked Linda for getting the new fence completed. Caitie said if there's concern about theft, get the gate fixed. She recommended using a solar power source and replacing the gate. Chuck said if the gate is repaired, he would recommend putting in a wan sensor that could be tripped from the inside to avoid anyone getting locked in the cemetery.

9 Meeting was adjourned at 1:13 p.m. All present were then going to the cemetery to see the water lines, valves, and recommendations Chuck made during the meeting.

10 Next month's board meeting will be held on March 3, 2026, at 11 a.m.