# Ramona Cemetery District

## Nuevo Memory Gardens

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# MINUTES

**Board Meeting**

June 9, 2026

1. **CALL TO ORDER:**
   The meeting of the Board of Trustees of the Ramona Cemetery District was called to order at 12:25 pm by Acting Chair, Joe Stupar.

2. **ATTENDANCE:**

| | |
|---|---|
| Members Present: | Acting Chair, Joe Stupar<br>Trustee, Mel Cary |
| Members Absent: | Secretary, Pete Smith |
| District Staff Present: | District Manager, Patty Estrada<br>General Counsel, Brian Hughes (Via Phone)<br>District Secretary, Jessica Yerkey |

3. **PLEDGE OF ALLEGIANCE**

4. **ADOPTION OF AGENDA**

   a. **APPROVAL OF AGENDA**

   Board Action: MOTION – *Acting Chair, Joe Stupar, moved, "To approve the agenda as presented" Trustee, Mel Cary, seconded the motion. Motion carried - Yeas: 2, Nays: 0, Absent: 1*

5. **PUBLIC COMMENT PERIOD:** No public comments made.

6. **INFORMATIONAL ITEMS:**

   a. **None**

## 7. REOCCURING DISTRICT MATTERS

### a. APPROVAL OF MINUTES

Minutes for May 19, 2026 were submitted for approval. There were some errors noted on board member titles and name misspelling.

Board Action: MOTION – Acting *Chair, Joe Stupar, moved, "To approve the May 19th minutes as presented with corrections to be made, then report out at next meeting that corrections were made." Trustee, Mel Cary, seconded the motion. Motion carried - Yeas: 2, Nays: 0, Absent: 1*

### b. APPROVAL OF MINUTES

Minutes for May 28, 2026 were submitted for approval. There were errors noted on board member titles and name misspelling.

Board Action: MOTION – Acting *Chair, Joe Stupar, moved, "To approve the May 28th minutes as presented with corrections to be made, then report out at next meeting that corrections were made." Trustee, Mel Cary, seconded the motion. Motion carried - Yeas: 2, Nays: 0, Absent: 1*

### c. REVIEW OF BILLS AND SUBSEQUENT BILLS:

District Manager, Patty Estrada, discussed she will now present two reports, bills that have been paid and all bills that are pending or due.

Board Action: MOTION – *No motion taken*

### d. CORRESPONDENCE:

District Manager, Patty, presented information on PCA/GSRMA upcoming conferences. Patty would like for she and Jessica to attend the PCA conference on July 30-31, in Grass Valley, CA, as the topics will include green burials and reclaiming unused graves

### e. MANAGER'S REPORT:

The Manager gave a general overview of the services done thus far for the month, which included 3 total services for the month of May. Manager also presented Sales Report, Balance Sheet, Interment Report, and Fiscal Year to Date Budget Report. Manager also gave an update on what has been going on at the cemetery:

- The rose garden remodel is moving along with the addition of a bird bath. Families are getting excited to see the progress.
- The work on the new fence will begin at the end of June. The anonymous family that donated the new fence, also donated the trimming of the overgrown trees along the west fenceline.
- The new interment section is open and we have begun plot sales. The first side-by-side in the new section have been sold.

## 8. ONGOING AGENDA MATTERS

**a. Non-Resident Fee policy.**

Manager presented a fee waiver policy that would waive the fee for residents that have lived in Ramona, but have recently needed to move away due to health, aging, and/or assisted living situations. In addition, a resolution was presented to be signed by the trustees, authorizing the waiving of certain non-resident fees for recent relocations under 5 years from passing.

Board Action: MOTION – *Trustee, Mel Cary, motioned to adopt the policy and sign the resolution, as presented by the Manager. Acting Chair, Joe Stupar, seconded the motion.*
*Motion carried - Yeas: 2, Nays: 0, Absent: 1*

**b. Fiscal Year Budget 2025-2026**

At the previous board meeting on May 28th, the board had requested that the District Manager present a revised 2025-2026 budget with monies moved to cover overages in various line items. On review of the final 2025-2026 Fiscal Year budget, it was shown that income was significantly more than what was budgeted. The manager did move some monies as requested at the previous meeting. However, Manager didn't move any funds for Legal Services as she plans to write a detailed report of legal expenditures, with consideration of staying within compliance of the Brown Act.

Board Action: MOTION – *Acting Chair, Joe Stupar, motioned to adopt the revised budget with line-item changes, as presented by the Manager. Trustee, Mel Cary, seconded the motion.*
*Motion carried - Yeas: 2, Nays: 0, Absent: 1*

**c. Budget for Fiscal Year 2026-2027**

Manager presented the budget for Fiscal Year 2026-2027. Once accepted, Manger can send the Fiscal Year 2026-2027 budget to the County.

Board Action: MOTION – *Trustee, Mel Cary, motioned accept the FY 2026-2027 budget as presented. Acting Chair, Joe Stupar, seconded.*
*Motion carried. – Yeas: 2, Nays: 0, Absent: 1*

**d. Cemetery Fee Increase**

Discussion was had on finalizing the fee schedule to begin on July 1, 2026. District Manager mentioned that the fees had been changed according to what was discussed at the May 19th board meeting and because they do not become effective until July 1st, 2026 there is an opportunity for the Trustees to make any changes. Acting Chair, Joe Stupar, discussed that although the decision to raise prices was hard, in comparison to other cemetery districts around the county, Ramona Cemetery District is still the most inexpensive. Joe then asked for cemetery staff and trustees to weigh in on increases. Discussions were had, suggestions were made, some fees were changed, and the fee schedule was finalized.

Board Action: MOTION – *Acting Chair, Joe Stupar, made a motion to accept the final fee schedule to begin on July 1, 2026. Trustee, Mel Cary, seconded the motion. Motion carried. – Yeas: 2, Nays: 0, Absent: 1*

e. **Respond to Audit Deficiencies**
Manager discussed the audit findings that claimed that there were unpaid healthcare premiums, and after meeting with Mr. Dan Vengler, it was evident that the checks that he wrote to the Cemetery, were designated to pay for his healthcare premiums of $31,661.76 for the 2023 calendar year. District manager noted a board member believes it was an inappropriate transaction. Irene Lane, the auditor from Sonnenberg & Co., CPAs, needs authorization from the trustees to finalize the audit. The Board directs the auditor at Sonnenberg & Co., CPA's to make the appropriate accounting corrections to address this matter and insure that the financial records accurately reflect the proper treatment of this transaction.

Board Action: MOTION – *Trustee, Mel Cary, motioned to direct the auditor at Sonnenberg & Co., CPA's, to make the appropriate accounting corrections for the reimbursement of health care benefits. Acting Chair, Joe Stupar, seconded.*
*Motion carried. – Yeas: 2, Nays: 0, Absent 1*

f. **Possible Merger with RMWD**
Manager presented that she met with Erica Wolski, PE, General Manager of the RMWD. The meeting went well and Erica stated that no decision has been made on the merger as the Ad-Hoc committee have not met, yet. Also discussed were the pros and cons of the potential merger with the RMWD. Manager invited Erica and members of the Ad-Hoc to attend our next board meeting.

Board Action: None.

## 9. NEW AGENDA MATTERS

a. **Election of Officers**
Election of RCD Board officers was decided, per Code Sec. 9028.

Board Action: MOTION- Acting Chair, *Joe Stupar, made a motion for Mel Cary to serve as Vice Chair, Joe Stupar to serve as Chair, and Jessica Yerkey to serve as Secretary. Trustee, Mel Cary seconded.*
*Motion carried. – Yeas:2, Nays:0, Absent 1*

b. **Acquisition Policy**
A Purchasing and Contracting policy was presented outlining the procedure for future expenditures. The Acquisition Policy listed in the agenda falls into the Purchasing & Contracting Policy.

Board Action: MOTION – *Joe Stupar, Acting Chair, moved to accept the Purchasing & Contracting Policy. Mel Cary, Trustee, seconded the motion.*
*Motion carried. – Yeas: 2, Nays: 0, Absent: 1*

c. **Operational Policy**
A Purchasing and Contracting policy was presented outlining the procedure for future operational expenditures. The Operational Policy listed in the agenda falls into Purchasing & Contracting Policy.

Board Action: MOTION – *Joe Stupar, Acting Chair, moved to accept the Purchasing & Contracting Policy. Mel Cary, Trustee, seconded the motion.*
*Motion carried. – Yeas: 2, Nays: 0, Absent: 1*

**10. FUTURE AGENDA MATTERS:**

**a.** Update on merger with Ramona Municipal Water District.

**11. DISTRICT TRUSTEE COMMENT PERIOD:**

Acting Chair, Joe Stupar, commended the grounds crew on the work they have been doing around the cemetery. Joe also commended the District Manager, Secretary, and volunteers, for the work being done in the office.

**12. CLOSED SESSION MATTERS:**

**a.** **CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Gov. Code section 54956.8)** Property: 904 Elm Street – Agency Negotiator: Patty Estrada Negotiating parties: Louis Castagnola – Under Negotiation: Price TBD

**b.** **CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION** Significant exposure to litigation **(Gov. Code section 54956.9(d)(2).)** :(one potential case)

**13. CLOSED SESSION MATTERS REPORT OUT:**

***a.*** Board Action: Motion- *To execute the purchase and sale agreements along with the deed and any other conveyance documents for the purchased price as listed in the appraised value of $425,000.00, pursuant on the sole approval of the district manager of the final records of inspection.*
*Motion carried - Yeas: 2, Nays: 0, Absent: 1*

***b.*** *Nothing to report out.*

**14. CONFIRM NEXT BOARD MEETING:**

Regular Board Meeting July 14, 2026 at 12:00pm

**15. ADJOURMENT -** Meeting was adjourned at 2:38 p.m.