

Ramona Cemetery District

Nuevo Memory Gardens

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Board of Trustees ~ Joe Stupar, Board Chair ~ Pete Smith, Trustee~ Mel Cary, Vice-Chair

MINUTES

Board Meeting

August 25, 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 Board Chair, Joe Stupar.

2. ATTENDANCE:

Members Present:

Board Chair, Joe Stupar

Vice Chair, Mel Cary

Trustee, Pete Smith

District Staff Present:

District Manager, Patty Estrada

General Counsel, Brian Hughes (Via Phone)

District Secretary, Jessica Yerkey

3. PLEDGE OF ALLEGIANCE

4. ADOPTION OF AGENDA

a. APPROVAL OF AGENDA

Board Action: MOTION – *Trustee, Pete Smith, moved, “To approve the agenda as presented” Vice Chair, Mel Cary, seconded the motion. Motion carried - Yeas: 3, Nays: 0, Absent: 0*

5. PUBLIC COMMENT PERIOD: No public comments made.

6. INFORMATIONAL ITEMS:

a. None

7. REOCCURRING DISTRICT MATTERS

a. APPROVAL OF MINUTES

Minutes for May 19th & May 28th, 2026 were submitted for approval with corrections. There were some errors noted on board member titles and name misspelling.

Board Action: MOTION – Trustee Pete Smith, *moved*, “*To approve the May 19th & May 25th minutes as presented.*” Vice Chair, Mel Cary, *seconded the motion. Motion carried* - Yeas: 3, Nays: 0, Absent: 0

b. APPROVAL OF MINUTES

Minutes for June 9th, 2026 were submitted for approval.

Board Action: MOTION – Vice Chair, Mel Cary, *moved*, “*To approve the June 9th, meeting minutes as presented.*” Board Chair, Joe Stupar, *seconded the motion. Motion carried* - Yeas: 2, Nays: 0, Abstain: 1, Absent: 0

c. REVIEW OF BILLS AND SUBSEQUENT BILLS:

District Manager, Patty Estrada, presented the bills for review.

Board Action: MOTION – Trustee, Pete Smith *moved to approve the bills as presented. Vice Chair, Mel Cary, seconded the motion. Motion carried.* – Yeas: 3, Nays: 0, Absent: 0

d. CORRESPONDENCE:

District Manager, Patty, presented information on an annual notice from Best, Best, & Krieger, Attorneys at Law(BB&K), stating their Increase in Legal Service Rates. Also presented was information on an upcoming conference with the California Association of Public Cemeteries (CAPC) on Friday, October 9, 2026 in Burlingame, CA, and the San Diego Chapter of California Special Districts Association (CSDA) monthly newsletter.

e. MANAGER’S REPORT:

The Manager gave a general overview of the services done thus far for the months of June and July. June burials were 6 services, making our year-to-date total of 59 services. Manager also reported that we had a total of 57 pre needs sold for the fiscal year, with June being our biggest month of sales. We had 8 services in July. 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 new fence and tree trimming donated are now complete. We have been receiving many complements on how good the cemetery.
- An old pepper tree by the office had an emergency trimming. A branch had fallen overnight and it needed some attention to not cause further damage.
- The rose garden cleanup has started. A total of 3 families have donated bird baths.
- Sales in the new section continue, with 5 lots sold and 5 have been reserved.

- The first upright headstone has been installed. We have 2 more that are waiting to be installed.
- Kathy S. has been a great volunteer. She continues to get our burials entered into our cemetery software, CIMS.
- Trustee, Mel C., is now volunteering to do a grave-by-grave survey to make sure names match what is in our burial books.
- Patty and Jessica attended the PCA conference in Grass Valley, CA, where they learned about green burials. They came back with information on scattering gardens with water features, an ossuary, and information on reclaiming unused graves.
- A CSDA representative will be at the cemetery on September 1st to tour the cemetery and will be available to answer any questions. Patty extended an invitation to the trustees to come and meet the CSDA representative that day.

8. ONGOING AGENDA MATTERS

a. Possible Merger with RMWD

Erica Wolski, PE, General Manager of the RMWD was present at this meeting and reported on the continuing analysis on the feasibility of the possible merger. Final report tentatively set for November.

Board Action: None.

9. NEW AGENDA MATTERS

a. Final Audit Fiscal Year Ending June 30th, 2025

District Manager presented the final audit from Sonnenberg & Co., CPA's, for Fiscal Year ending June 30th, 2025. There was a discussion on the clarification of reimbursed healthcare benefits that were resolved within this audit.

Board Action: **MOTION-** *Trustee, Pete Smith, made a motion to accept the final audit for Fiscal Year ending June 30th, 2025. Vice Chair, Mel Cary, seconded the motion.*

Motion carried. – Yeas: 3, Nays: 0, Absent: 0

b. Insurance Premium Increase for Fiscal Year 2026-2027

District Manager presented to the trustees an invoice from Golden State Risk Management Authority (GSRMA) showing an increase over what was budgeted for the 2026-2027 Fiscal Year. The increase was directly related to payroll.

Board Action: **MOTION – None**

10. FUTURE AGENDA MATTERS:

a. 2025-2026 Fiscal Year Budget

- b. Columbarium Prices
- c. Veterans and 1st Responders Memorial.

11. DISTRICT TRUSTEE COMMENT PERIOD:

Board Chair, Joe Stupar commended the staff on the excellent job they are all doing on cemetery grounds and 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-** *Nothing to report, no action taken.*
- b. **Board Action: Motion-** *Nothing to report, no action taken.*

14. CONFIRM NEXT BOARD MEETING:

Regular Board Meeting September 8, 2026 at 12:00pm at The Ramona Woman's Club,
524 Main St., Ramona

15. ADJOURNMENT - Meeting was adjourned at 1:25 p.m.