

BOARD MINUTES FOR January 13, 2026

1. CALL TO ORDER: 12:03 p.m.

2. ROLL CALL:

Present:

Joe Stupar  
Pete Smith  
Patty Estrada, District Manager  
Brian Hughes, General Counsel

4. ADOPTION OF THE AGENDA

Trustee Smith made a motion to table item #12 to the next meeting. Trustee Stupar seconded the motion. The motion passed on a 2 to 0 vote.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD ON ANY SUBJECT WITHIN THE BOARD'S JURISDICTION

None

6. INFORMATIONAL ITEM

Trustee Casey Lynch was appointed to the Water Board which required him to step down from the Cemetery District Board. The position will be filled by the County Board of Supervisors.

7. REOCCURRING DISTRICT MATTERS

a. Approval of minutes from December 9, 2025. Trustee Smith made a motion to approve the minutes. Trustee Stupar seconded the motion. The motion passed on a 2 to 0 vote.

b. Approval of bills. Trustee Smith made a motion to accept the report. Trustee Stupar seconded the motion. The motion passed on a 2 to 0 vote.

c. Correspondence.

None

d. Manager's Report.

Community volunteers, Mel and Lisa Cary have plotted all of the existing spaces and thank them for hard work.

No trees were lost during the recent storms.

The annual audit has started.

The Trustees asked the manager to generate comparable salary information to all of staff.

8. ONGOING AGENDA MATTERS

a. Update Website – manager asked for photos of the Trustees.

b. Manager’s compensation from June 2, 2025, to June 11, 2025. The Board approve a one-time incentive payment to the Manager for \$1,504.00

9. NEW AGENDA MATTERS

a. Request to move operating accounts. Trustee Smith made a motion to move the operating bank accounts to Chase Bank in Ramona. Trustee Stupar seconded the motion. The motion passed on a 2 to 0 vote.

b. Respond to Audit deficiencies. Trustee Smith gave a written report to the Board outlining the Significant Deficiencies outlined in the recent independent audit. Included in the listed deficiencies was a detail breakdown of the money the District paid for a Trustee’s healthcare after the policy was cancelled on September 12, 2023. The auditors identified a total of \$13,546 that was not reimbursed to the District.

Trustee Smith made a motion for the District to actively work to recover repayment of these funds. Trustee Stupar seconded the motion. The motion passed on a 2 to 0 vote. General Counsel was asked to draft a letter to the Trustee from the Board requesting reimbursement. Trustee Smith made a motion to accept the report. Trustee Stupar seconded the motion. The motion passed on a 2 to 0 vote.

c. Raised Headstones. After a general discussion, Trustee Smith made a motion to approve a height limitation of 24 inches. Trustee Stupar seconded the motion. The motion passed on a 2 to 0 vote.

d. Policy on Holiday decorations at gravesites. The Manager was asked to provide a policy suggestion.

e. Budget for new interment area – Section 20. Trustee Smith made a motion to approve a budget of \$12,000. Trustee Stupar seconded the motion. The motion passed on a 2 to 0 vote.

f. District Policy Book. The item was tabled to a future agenda.

10. FUTURE AGENDA MATTERS

None

11. DISTRICT TRUSTEE COMMENT PERIOD

Trustee Smith and Trustee Stupar acknowledged the positive contribution and hard work of Casey during his time on the board.

12. CLOSED SESSION MATTERS

None

13. CONFIRMED NEXT BOARD MEETING

February 10, 2026, at the Guy Woodward Museum at 645 Main Street, Ramona, CA. 92065.

14. ADJOURNMENT

Meeting was adjourned at 1:28 pm