

**NAME:** **RAMONA CEMETERY DISTRICT**

**LEGAL AUTHORITY:** State of California Health and Safety Code, § 9000-9092 Approved by the Governor July 14, 2003, State of California Government Code § 1779, and County of San Diego Board of Supervisors' Policy A – 74, Citizen Participation in County Boards, Commissions, and Committees, approved on December 8, 1998 (24). Senate Bill (SB) No. 341.

**MEMBERS APPOINTED BY:** Board of Supervisors

**MEMBERSHIP COMPOSITION:** Health and Safety Code dictates that the number of seats shall be either three or five. It is currently three. It may be increased to five through action of the Board of Trustees and the Board of Supervisors. (See Health and Safety Code Section 9025)

Trustees must be registered voters that live within the district.

**TERMS:** Trustees shall hold office for four years.

Terms of office commence and expire at noon on the first Monday in January.

Any person appointed to fill a vacant office shall fill the balance of the unexpired term.

**DUTIES:** The Trustees shall represent the interests of the public as a whole and not solely the interests of the appointing authority.

During the first meeting of every calendar year, the Trustees shall elect its officers: Chair, Vice Chair, and Secretary.

The Trustees shall establish policies for the operation of the District, such as:

- ❑ Rates to be charged for burials within cemeteries of the district.
- ❑ Internment eligibility based on the guidelines set forth in California State Code §9060.
- ❑ Adopt an ordinance establishing an employee relations system that may include, but is not limited to, a civil service system or a merit system.
- ❑ Provide programs for the benefit of its employees.

- ❑ Establish, maintain, invest, and reinvest an endowment care fund.
- ❑ Prepare, or cause to be prepared, and maintain an up-to-date map of the cemeteries showing by section and lot number the lots in which burial rights have been sold and which burial rights are still available for sale.
- ❑ Keep a record of all remains interred stating the name of each deceased person, his age, place of death, date of interment, the plot in which interment was made, and name and address of the funeral director.

The Trustees shall provide for the faithful implementation of those policies, which is the responsibility of employees of the District.

The Trustees shall have the power to acquire real property, dedicate real property to another public agency, and/or dispose of surplus land.

The Trustees shall have the power to establish an operating budget. All claims for money or damages shall be audited, allowed, and paid by the board of trustees by warrants drawn on the County Treasurer.

**NECESSARY FILINGS:**

Oath of Office – Upon appointment.  
Statement of Economic Interests, Form 700 - Annually

**MEETING DATE  
AND LOCATION:**

Second Tuesday of the month  
12:00 PM  
Nuevo Memory Gardens

**COMPENSATION:**

Trustees may receive an amount not to exceed one hundred dollars (\$100) for attendance at each public meeting.

However, no trustee shall receive more than four hundred dollars (\$400) in compensation in any calendar month.

Trustees may receive their actual and necessary traveling and incidental expenses incurred while on official business.

**CONTACT PERSON:**

John Vargas, District Manager  
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**Revised:        June 12, 2013**