

**LINKED MINUTES OF THE REGULAR MEETING OF THE CITY OF CARLSBAD
CEMETERY ADVISORY COMMITTEE HELD IN THE JANELL WHITLOCK
MUNICIPAL COMPLEX BUILDING ON APRIL 16, 2026, AT 4:00 P.M.**

Present:	Alan Wood Suzanne Carlsen Sam Plumlee	Chairman Vice Chairman Board Member
Absent:	Jason Shirley Pricilla Salcido	Board Member Board Member
Also Present:	Jalynn Dominguez Stephan Brown Diana Dorado Raquel Leyva Pat Cass Orlando Garza	Open Meetings Act Manager Compliance Clerk Cemetery Coordinator Administrative Assistant Public Works Director Cemetery Groundskeeper

Time Stamps and headings below correspond to recording of meeting and the recording is hereby made a part of the official record.

0:03:04 **1. ROLL CALL AND DETERMINATION OF QUORUM**

Roll was called, determining the presence of a quorum.

0:03:52 **2. NOMINATION AND VOTE OF CHAIRMAN AND VICE CHAIRMAN**

0:04:41 **MOTION**

The motion was made by Mr. Plumlee and seconded by Mrs. Carlsen to nominate Mr. Wood as Chairman and Mrs. Carlsen as Vice-Chairman

0:06:37 **VOTE**

The vote was as follows: Yes - Wood, Carlsen, Plumlee; No - None; Absent - Shirley, Salcido; the motion carried

0:06:45 **3. TRANSITIONAL OVERVIEW – JALYNN DOMINGUEZ, OPEN MEETINGS ACT MANAGER**

Jalynn Dominguez stated that the new Chapter 2 Ordinance is to help resolve any differences between the boards, committees, and commissions. She stated that some changes have been made such as time, frequency, location, attendance, and maximum voting members. Ms. Dominguez emphasized that attendance will be strictly enforced moving forward. She also stated that the board will be limited to a maximum of 5

voting members; however, no current members will be removed and will instead complete their terms.

0:27:01 **4. APPROVAL OF MEETING MINUTES – JANUARY 15, 2026**

0:27:30 **MOTION**

The motion was made by Mr. Plumlee and seconded by Mrs. Carlsen to approve the meeting minutes from January 15, 2026

0:28:08 **VOTE**

The vote was as follows: Yes - Wood, Carlsen, Plumlee; No - None; Absent - Shirley, Salcido; the motion carried

0:28:21 **5. REPORT OVERVIEW AND DISCUSSION**

0:28:23 **A. Monthly Cemetery Reports**

Diana Dorado reported that there were 30 burials in January, 19 in February, and 9 in March.

0:31:38 **B. Cemetery Maintenance Report**

Orlando Garza said they are watering three times per week and are currently experiencing issues with the pumps at Sunset Garden. **Pat Cass** explained that Xcel does not want the City to use the mausoleum as the address for the meters. He said the City must go through the county to obtain a new address. He added that the application was submitted to Xcel on Monday, April 13.

0:41:35 **Adjourn**

With no further business, Chairman Wood adjourned the meeting at 4:41 PM.



Alan Wood, Chairman



Date