

# Santa Maria Cemetery District

## Board Minutes

Location of Meeting: 1501 S. College, Santa Maria, CA 93454

Meeting Date 1/9/17

CALL TO ORDER: The regular meeting was called to order by the Chairman at 9:00 A.M.

ROLL CALL:

PRESENT: Lee Diaz, Chairman; Mark Evans, Co-Chair; Cole Lucas, Trustee; John Tunnell, Trustee; Bob Engel, Trustee

ABSENT:

OTHERS PRESENT: Becky Badenell, General Manager; Carrie Troup, C.P.A., Karen O'Neil of Kirk and Simas

DISTRIBUTIONS: None

MINUTES OF PREVIOUS MEETING: The Board reviewed and approved the minutes of December 12, 2016 regular meeting. Motion by Lucas, second by Evans. Ayes: Diaz, Evans, Engel, Lucas and Tunnell. Motion carried.

PUBLIC COMMENT:

Guest: Joseph Luke discussed the trenching around the monuments, gophers and trimming issues around his son's monument. He noted that the canopy and gates need repair/update. He feels that monuments on the district grounds are sinking and that the general maintenance of the grounds is not as nice as it was many years ago. Mr. Luke also feels the baby section needs improvement.

### 5. ITEMS FOR ACTION/OLD BUSINESS

(a) The Board reviewed the Trustees compliance schedule.

(b) The Board discussed 5-year Capital Plan/water tank. Coastal Ag has presented a proposal for the water tank at \$7825 for a 10,300 gallon tank. Tony Ramirez will work on gathering further estimates and information.

Karen O'Neil of Kirk and and Simas updated the Board on the sidewalk plans and would like to schedule a special meeting agenda to discuss it further.

(c) The Board discussed hiring. The Board approved hiring up to two individuals through JD Human. Motion by Engel, second by Evans. Ayes: Engel, Evans, Tunnell, Lucas, Diaz. Motion carried. The Board approved to advertise for a full-time office staff member through an employment agency dependent on experience. The General Manager and Trustee Engel will meet with YPP as the first option, and if that doesn't work they will hire their own full-time benefited office assistant. Motion by Engel, second by Evans. Ayes: Engel, Evans, Lucas, Tunnell, Diaz. Motion carried.

(d) The Board will discuss the John Courtney/RJM Design Group Southlawn proposal during the next regular board meeting.

**6. ITEMS FOR ACTION NEW BUSINESS**

(a) The Board discussed election of new officers. The Board will not make any changes at this time. Motion by Tunnell, second by Engel. Ayes: Engel, Evans, Tunnell, Lucas, Diaz. Motion carried.

**7. FINANCIAL REPORT:** Carrie Troup, C.P.A. presented the monthly financial reports and distributed clean opinion independent audit.

Greg Levine, Director of Santa Barbara County Retirement presented information on the county retirement plan. He stated that all full-time employees are required by law to be with a Santa Barbara County Retirement Plan.

**8. MANAGER'S REPORT:**

**BURIAL INFORMATION FOR December 2016**

**NUMBER OF CREMATIONS:** 10 ( 1 Southlawn, 9 original side)

**FULL BURIALS:** 14 ( 7 original side, 7 Southlawn)

**INFANT:** 1 ( 1 Southlawn, 0 original side)

**25 Total**

**Southlawn Statistics: Burials: 870**

**Pre need: 732**

**Available: 2017**

The Manager reported on normal day to day operations. The Manager stated that gophers are out of control. The Burial Chart 2016 and an email from Russ Garrison were handed out.

At 10:40 AM the Board recessed to closed session.

The Board discussed the public employee performance evaluation pursuant to Government Code section 54954.5

Title: District Manager - Discussion of performance evaluation.

Adjourn closed session 11:41 AM and reconvene to open session.

At 11:42 AM report from closed session: No action taken.

**9. TRUSTEE REPORTS:**

- a) Chairperson Diaz - None
- b) Co-Chair Evans - None
- c) Trustee Lucas - None
- d) Trustee Tunnell - None
- e) Trustee Engel - None

The meeting was adjourned at 11:45 A.M. Motion by Evans, second by Tunnell. Ayes: Evans, Tunnell, Engel, Diaz, Lucas. Motion carried.

Next regular meeting will be Monday, February 13, 2017.