

Santa Maria Cemetery District

Board Minutes

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

Meeting Date 1/14/19

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

ROLL CALL:

PRESENT: Lee Diaz, Chairman; John Tunnell, Trustee; Cole Lucas, Trustee; Bob Engel, Trustee

ABSENT: Mark Evans, Co-Chair

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

DISTRIBUTIONS: None

MINUTES OF PREVIOUS MEETING: The Board reviewed and approved the minutes of the December 10, 2018 regular meeting. Motion by Lucas, second by Tunnell. Ayes: Tunnell, Lucas, Diaz, and Engel. Absent from vote: Evans. Motion carried.

PUBLIC COMMENT: None

Guest Sandra Wheeler of Wells Fargo Advisors presented the investment portfolio report. The Board asked Ms. Wheeler for a proposal for a one-million-dollar general operations report. The Board directed management to obtain the interest rates at the current local financial institution.

At 10:15 AM the Board recessed to closed session.

**Public Employee Performance Evaluation pursuant to Government Code section 54954.5
Title: District Manager- Discuss performance evaluation.**

Conference with Real Property Negotiators

The Board discussed the property: Vicinity of the Easterly terminus of Newlove Drive City of Santa Maria, Red Dog

Agency Negotiator/ Agent: Karen A. O'Neil and Becky Badenell

Adjourn closed session at 11:08 AM and reconvene to open session.

Report from closed session: No action taken.

ITEMS FOR ACTION/OLD BUSINESS

- (a) Landscape Architect Project guest Charles McClure presented plan options for the landscape architect projects on the District Grounds. The Board approved to proceed with the project. Motion by Tunnell, second by Engel. Ayes: Tunnell, Luca, Diaz, and Engel. Absent from vote: Evans. Motion carried.**

- (b) The Board discussed and reviewed the Master Plan proposal from Eric Chastain. The General Manager will send the Board the data which was provided to Mr. Chastain. The Board approved to proceed with Phase 1 & 2 of the proposal- \$4,500 & \$7,400 subject to a timeline and Board or Board subcommittee participation. Motion by Tunnell, second by Engel. Ayes: Tunnell, Diaz, Lucas and Engel. Absent from vote: Evans. Motion carried.
- (c) The Board discussed the creation of a pay scale for both the District Manager and the Operations Manager positions. The District Manager will research other cemetery District Manager and Operations Manager salary history information and will report back during the next regular meeting.
- (d) The Board discussed, considered, and reviewed Carrie Troup, District CPA, new fee agreement. The Board approved as amended upon review by legal counsel to ensure proper liability and bonding as approved by legal counselor. Motion by Engel, second by Tunnell. Ayes: Tunnell, Diaz, Lucas and Engel. Absent from vote: Evans. Motion carried.
- (e) The Board discussed General Manager's salary and compensation.

ITEMS FOR ACTION NEW BUSINESS

- (a) The Board approved the Board officers for the District will remain the same. Motion by Lucas, second by Tunnell. Ayes: Tunnell, Diaz, Lucas and Engel. Absent from vote: Evans. Motion carried.

8. FINANCIAL REPORT: Carrie Troup, C.P.A. presented the monthly financial reports.

9. MANAGER'S REPORT:

BURIAL INFORMATION FOR December 2018

NUMBER OF CREMATIONS: 2

FULL BURIALS: 26

INFANT: 0

28 Total

Southlawn: Burials 1,174

Pre-need: 944

Available: 1,485

(1st Burial Sept 2008)

The Board reviewed the Trustee Compliance Report for Ethics training and Harassment training. The General Manager reported that the gopher control on the grounds is going well.

10. TRUSTEE REPORTS:

- a) Chairperson Diaz-Discussed master plan features/trees
- b) Co-Chair Evans- Absent
- c) Trustee Lucas- None
- d) Trustee Tunnell- Discussed placing a time limit on the Board meetings.

e) Trustee Engel- Discussed the need for having a staff member on duty for all large events.
He also discussed the need for an approved tree plan.

Items for next regular board meeting

The meeting was adjourned at 12:15 PM.

The next regular meeting will be Monday, February 11, 2019.