

Santa Maria Cemetery District

Board Minutes

Location of Meeting:

Location of Meeting: 1501 S College Dr, Santa Maria, CA 93454 and via teleconference

Meeting Date 2/8/2021

CALL TO ORDER: The regular meeting was called to order by the Chairman at 9:02 A.M.

ROLL CALL:

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

ABSENT: Mark Evans

OTHERS PRESENT: General Manager Nick Salvesen; Carrie Troup, C.P.A.

The Board reviewed and approved the minutes of the January 11, 2021 meeting. Motion by Tunnell, second by Engel. Abstain: Lucas. Ayes: Diaz, Engel, Tunnell. Absent: Evans. Motion carried.

PUBLIC COMMENT: None

ITEMS FOR ACTION/OLD BUSINESS

- a) Brandon Heavener (Bethel Engineering) reported on the Phase II Expansion project. Trustee Engel requested a project recap of the number of graves; potential for number of niches and other features.
- b) Brandon Heavener (Bethel Engineering) Discussed the bid package for Phase II. The Board will have the attorney review the bid package. Motion by Tunnell, second by Lucas. Ayes: Diaz, Engel, Tunnell and Lucas. Absent: Evans. Motion carried.
- c) Phase II shop and office will be discussed during the next regular board meeting. Tom Martinez was unable to attend the board meeting.

ITEMS FOR ACTION/NEW BUSINESS

- d) The Board reviewed and approved the COVID-19 prevention program per Cal/OSHA. Motion by Tunnell, second by Lucas. Ayes: Diaz, Engel, Tunnell and Lucas. Absent: Evans. Motion carried.

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

MANAGER'S REPORT:

- a) General Manager Salvesen presented a recap of the January burial information. 43 Services: 29 Casket, 12 Cremation, 2 Niche. 18 Pre-needs: 18 Casket
- b) General Manager Salvesen discussed the occupancy report.
- c) General Manager discussed projects in progress.

TRUSTEE REPORTS:

- a) Chairman Diaz- None
- b) Co-Chair Lucas- None
- c) Trustee Evans- Absent
- d) Trustee Tunnell- Reported on his meeting with the Karen O'Neil of Kirk & Simas and General Manager Salvesen. It was

determined that The District is in compliance with AB5.

Trustee Tunnell would like to review the financial aspect of the project. He also discussed enhancements to the projects such as including trees.

- e) Trustee Engel- Discussed additional monthly board meetings as needed in order to keep the project moving.

Discussed enhancements to the niches at the front entrance, signage regarding the expansion project

and a xeriscaping area in the new development.

The next regular Board meeting is scheduled for March 8, 2021.

**The meeting was adjourned at 10:35 AM. Motion by Lucas, second by Tunnell. Ayes: Diaz, Engel, Tunnell and Lucas.
Absent: Evans**