

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 3/8/2021

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; Mark Evans.

ABSENT: John Tunnell

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

The Board reviewed and approved the minutes of the February 8, 2021 meeting. Motion by Lucas, second by Engel. Abstain: Lucas. Ayes: Diaz, Engel, Evans. Absent: Tunnell. Motion carried.

PUBLIC COMMENT: Individuals from The Community requested the approval for solar lights and discussed their request for public restrooms which could be funded through local fundraisers.

ITEMS FOR ACTION/OLD BUSINESS

- a) Mr. Heavener (Bethel Engineering) was unable to attend the meeting but left a memo regarding his progress on the bid package. The Board would like an open bid.
- b) Mr. Martinez (M&A Architecture) was unable to attend the meeting. General Manager Salveson presented the floor plan options which was reviewed and discussed by the Board of Trustees. The Board discussed a separate shop bay for contactors.

ITEMS FOR ACTION/NEW BUSINESS

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

MANAGER'S REPORT:

- a) General Manager Salvesen presented a recap of the February burial information. 38 Services: 31 Casket, 12 Cremation, 2 Niche. 26 Pre-needs: 21 Casket, 4 Cremation, 1 Niche
- b) General Manager Salvesen discussed the occupancy report and the grave count. He reviewed the ROI analysis of phase II.
- c) General Manager discussed construction timeline.
- d) General Manager discussed the benefits of a scatter garden and additions to the website as a part of a media campaign.

TRUSTEE REPORTS:

- a) Chairman Diaz- Discussed the grading needed for the expansion. Discussed giving General Manager the authority to move forward with marketing.
- b) Co-Chair Lucas- Discussed asking the public about what they want in the expansion and inquired regarding naming the new expansion project. He discussed hiring a marketing firm.
- c) Trustee Evans- Requested a 2-week timeline to wrap up the bidding process and requested a meeting

Monday

March 22nd.

- d) Trustee Tunnell- Absent
- e) Trustee Engel-

1. Requested a list of options regarding the bidding process as per any upcoming discussion between General Manager Salveson, Karen O'Neil of Kirk & Simas and Mr. Heavener of Bethel Engineering,

2. Discussed a 3-D rendering of the expansion.
3. Discussed signage regarding the expansion project.
4. Requested the drawings be posted on the board room wall.
5. Inquired about General Managers one year anniversary & evaluation.
6. Discussed trees.
7. Discussed the need to inform the land leasee of the expansion plans.

The next regular Board meeting is scheduled for March 22, 2021.

The meeting was adjourned at 11:15 AM. Motion by Lucas, second by Evans. Ayes: Evans, Diaz, Engel and Lucas.
Absent: Tunnell. Motion carried.