

# **Santa Maria Cemetery District**

## **Board Minutes**

### **Location of Meeting:**

**Location of Meeting: 511 E. Lakeside Parkway, Santa Maria, CA 93454 and via teleconference**

**Meeting Date 4/14/20**

**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; Mark Evans, Co-Chair**

**ABSENT: Bob Engel, Trustee**

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

**There was no public comment.**

### **ITEMS FOR ACTION/OLD BUSINESS**

- a) The Board discussed rezoning of recently purchased property for proposed maintenance area.

### **ITEMS FOR ACTION NEW BUSINESS**

- a) The Board discussed changing/adding Board meeting dates. The Board meeting procedure will remain as is. Special meetings will be held on an as needed basis and regular meetings will be held on the second Monday of the month. General Manger Salvesen will send periodic project updates to the Board.
- b) The Board discussed hiring 1-2 additional employees. General Manager Salvesen reported on hiring grounds staff and will promote from within to fill the operations manager position.
- c) The Board discussed Becky Badenell consulting fees. The Board will review a consulting contract once it is presented.
- d) The Board approved for general manager, Nick Salvesen, to be added to all District bank and investment accounts and Rebecca Badenell will be removed. All other signers on the accounts will remain as is. Motion by Tunnell, second by Evans. Ayes: Tunnell, Lucas, Diaz and Evans. Absent for vote: Engel. Motion carried.
- e) The Board discussed and approved the adoption of Corona Virus Protocols as presented. Motion by Lucas, second by Evans. Ayes: Tunnell, Lucas, Diaz and Evans. Absent for vote: Engel. Motion carried.

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

### **MANAGER'S REPORT:**

- a) General Manager Salvesen discussed the operations Manager candidate.
- b) General Manager Salvesen reported on the interviewing process for new grounds keeper employee.
- c) General Manager Salvesen presented a recap of the March burial information.

### **TRUSTEE REPORTS:**

- a) Chairman Diaz-None
- b) Co-Chair Lucas- Welcomed General Manager Salvesen
- c) Trustee Evans- Welcomed General Manager Salvesen
- d) Trustee Tunnell- None
- e) Trustee Engel- Absent

**The meeting was adjourned at 10:09 AM.**