

Santa Maria Cemetery District

Board Minutes

Location of Meeting:

1501 S. College, Santa Maria, CA 93454 and via teleconference

Meeting Date 5/11/20

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

ROLL CALL:

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

ABSENT:

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

There was no public comment.

The Board reviewed and approved the minutes of the March 2, 2020 and April 14, 2020 meetings. Motion by Lucas, second by Evans. Ayes: Tunnell, Lucas, Diaz, Engel and Evans. Motion carried.

ITEMS FOR ACTION/OLD BUSINESS

- a) The Board discussed rezoning of recently purchased property for maintenance area. The Board discussed that rezoning process is not needed since the organization is a Special District as long as it is consistent with the organization's current mission.

ITEMS FOR ACTION NEW BUSINESS

- a) General Manager Salvesen and the Board reviewed and analyzed the South Lawn expansion phase 2 (T-Area design). General Manager Salvesen will prepare a report to forecast the future plot needs.
- b) General Manager Salvesen and the Board discussed South Lawn Expansion Phasing. General Manager Salvesen will put together a report detailing the process.
- c) The Board approved an increase of the Petty Cash fund to \$300. Motion by Engel, second by Evans. Ayes: Tunnell, Lucas, Diaz, Evans and Engel. Motion carried.
- d) The Board discussed and approved Cemsites software upgrade, website integration and walk to site. Motion by Engel, second by Tunnell. Ayes: Tunnell, Lucas, Diaz, Engel and Evans. Motion carried.

FINANCIAL REPORT: Carrie Troup, C.P.A. presented the monthly financial reports. Sandra Wheeler reported on the Stifel account review.

MANAGER'S REPORT:

- a) General Manager Salvesen presented a recap of the April burial information. 20 Services- 17 Casket, 3 Cremation / Preneed- 8
- b) The Board and General Manager Salvesen discussed the agricultural lease (Bejo Seeds)
- c) The Board and General Manager Salvesen discussed the prioritized list of pending projects which will include the mausoleum and the niche project next to the office.

TRUSTEE REPORTS:

- a) Chairman Diaz-None
- b) Co-Chair Lucas- inquired about the status of the Memorial Day celebration protocol.
- c) Trustee Evans- None
- d) Trustee Tunnell- None
- e) Trustee Engel- Inquired about the number of deaths per month in Santa Barbara County.

The next regular Board meeting is scheduled for Monday June 8th, 2020.

The meeting was adjourned at 11:30 AM.