

# **Santa Maria Cemetery District**

## **Board Minutes**

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

**Meeting Date 6/7/19**

**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; Mark Evans, Co-Chair; Bob Engel, Trustee**

**ABSENT: Cole Lucas, Trustee**

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

### **MINUTES OF PREVIOUS MEETING:**

**The Board reviewed and approved the minutes of the May 13, 2019 regular meeting, May 23, 2019 Special Meeting, and amended minutes of March 11, 2019. Motion by Tunnell, second by Evans. Ayes: Tunnell, Evans, Engel, and Diaz. Absent for vote: Lucas. Motion carried.**

**There was no public comment.**

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

- (a) Engel recused himself from this agenda item. The Board discussed the landscape architect project's progress and reviewed the proposals. The Board will inquire with the landscape developers regarding specific questions on the proposals that were submitted. The Board discussed the process of bid comparison which needs to be clarified.**
- (b) The Board reviewed and discussed the update on the RJM progress and will proceed with Bethel Engineering. The Board directed staff to submit the proposals to Bethel Engineering for analysis and comparison.**
- (c) The Board reviewed and discussed the employee recruitment options such as limited temporary employees. Karen O'Neil of Kirk & Simas will provide options for the next regular Board meeting.**

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

- (a) The Board discussed and approved issuing an RFP for Landscaping services subject to Karen O'Neil's documentation/edits beginning immediately with an intended state date of August 1<sup>st</sup>. Motion by Evans, second by Tunnell. Ayes: Tunnell, Evans, Engel, and Diaz. Absent for vote: Lucas. Motion carried. Engel recused himself from discussing specific contractors.**
- (b) The Board discussed the Boy Scout Eagle Project at Pine Grove Cemetery and requested more specific details on the project and discussed presenting an alternate project option.**
- (c) The Board discussed and approved the new prices as presented by the General Manager effective August 1<sup>st</sup>. Motion by Evans, second by Tunnell. Ayes: Tunnell, Evans, Engel, and Diaz. Absent for vote: Lucas. Motion carried.**

**FINANCIAL REPORT: Carrie Troup, C.P.A. presented the monthly financial reports. The Board discussed and approved the proposed 2019-2020 budget with the following changes: Increase to the sales of grounds/lots line #5220 by \$329,000**

Increase total fixed assets by \$329,000 to match the updated 5 year plan.

The new updated totals will be as follows: Land & Improvement line #8100= \$251,000 ; Structures & Structure Improvements line #8200= \$395,000 ; Sale of Grounds/Lots Line # 5220 = \$671,000. Motion by Evans, second by Tunnell. Ayes: Tunnell, Evans, Engel, and Diaz. Absent for vote: Lucas. Motion carried.

**MANAGER'S REPORT:**

**BURIAL INFORMATION FOR May 2019**

**NUMBER OF CREMATIONS: 6**

**FULL BURIALS: 22**

**INFANT: 3**

**31 Total**

**Sales for Pre-need: 11**

**Sales for Burials: 10**

**Total \$26,145.00**

**Southlawn: Burials 1,216**

**Pre-need: 980**

**Available: 1,407**

**(1<sup>st</sup> Burial Sept 2008)**

The General Manager reported that gophers are still heavy especially on the Southlawn.

The General Manager reported that the cemetery has received a couple of complaint letters on cemetery conditions around the graves. The Board discussed the complaints and possible resolutions.

The Board recessed to closed session at 11:05am

Conference with real property negotiators

Property: Ptn Lot 33 Tract Por SW/4 Sec 23 T10 R34W SBB&M

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

Reconvene to open session at 11:35am

Report from closed session: The Board directed Karen O'Neil to continue with negotiations.

**TRUSTEE REPORTS:**

a) Chairman Diaz-None

b) Co-Chair Evans- None

c) Trustee Lucas- Absent

d) Trustee Tunnell- None

e) Trustee Engel- Discussed the creation of a formal interest list for the reclaimed new plots.

Discussed developing a list of small projects needed on the District Grounds.

The meeting was adjourned at 11:52 AM.

The next regular meeting will be Monday, July 8, 2019.