

# **Santa Maria Cemetery District Board of Trustees Meeting Minutes**

**Meeting Date: June 8, 2020**

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

**CALL TO ORDER:** The regular meeting was called to order by the Chairman at 9:03 A.M.

## **ROLL CALL:**

**PRESENT:** Lee Diaz, Chairman; John Tunnell, Trustee; Cole Lucas, Trustee; Mark Evans, Co-Chair; 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 May 11, 2020 meeting.

Motion by Evans, second by Tunnell. Ayes: Tunnell, Diaz, Engel and Evans.

Absent for vote: Lucas. Motion carried.

## **ITEMS FOR ACTION: OLD BUSINESS**

- a) The Board approved the RJM Proposal as presented in the amount of \$39,000 with a 10% contingency. Motion by Evans, second by Tunnell. Ayes: Tunnell, Diaz, Engel and Evans. Abstain from vote: Lucas. Motion carried.

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

- a) The Board discussed city walk-way from College to Inger. Co-op with Commercial Developer of property located at North East corner of Betteravia and S. College Dr.
- b) The Board approved a cloud-based file storage and backup system Microsoft Dropbox. Motion by Evans, second by Lucas. Ayes: Tunnell, Diaz, Lucas, Engel and Evans. Motion carried.
- c) The Board reviewed and discussed proposed budget for 2020/2021.

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

## **MANAGER'S REPORT:**

- a) General Manager Salvesen presented a recap of the May burial information. 31 Services- 19 Casket, 11 Cremation, 1 Baby
- b) General Manager Salvesen reviewed pending projects list. He discussed options for enhancing the front entrance and discussed enhancements to the District website.

## **TRUSTEE REPORTS:**

- a) Chairman Diaz- Inquired regarding the marketing options.
- b) Co-Chair Lucas- Inquired about what the District is doing to enhance the sale of niches.
- c) Trustee Evans- Inquired about the number of burials in Santa Barbara County.
- d) Trustee Tunnell- None
- e) Trustee Engel- Discussed defining Phase 2 roads, electrical, and sewer line placement. Discussed marketing the cemetery and naming of the cemetery area. He reported that he would like to proceed with the tree program.

**Recess to closed session:** 10:48am.

Conference with Real Property Negotiators

Property: Vicinity of the Easterly Terminus of Newlove Drive, City of Santa Maria.

Potential Leasing Party is Bejo Seeds. Agency Negotiator/Agent: Karen A. O'Neil and Nick Salvesen.

Reconvene the Board to Regular Open Session

Report from closed session: No action taken.

The next regular Board meeting is scheduled for July 13<sup>th</sup>, 2020.

The meeting was adjourned at 11:35 AM.