

Santa Maria Cemetery District

Board Minutes

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

Meeting Date 06/13/22

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

Chairman, Lee Diaz; Trustee, Cole Lucas; Trustee, Mark Evans; Trustee, Trustee; Tunnell, Trustee: Engel (arrived 10:10 AM).

OTHERS PRESENT: Debra Fowler; Carrie Troup, C.P.A. Karen O'Neil of Kirk & Simas.

The Board reviewed and approved the minutes of the May 10, 2022, board meeting and May 20th, 2022, special meeting. Motion by Lucas, second by Evans. Ayes: Lucas, Diaz, Evans, Tunnell. Absent for vote, Engel. Motion carried.

PUBLIC COMMENT: None

The Board recessed to closed session 9:20 A.M.

CONFERENCE WITH LEGAL COUNCIL

**Potential initiation of litigation pursuant to California Government Code Section 54956.9:
(One case)**

Reconvene to open session 10:05A.M.

Report from Closed Session

No Action Taken

ITEMS FOR ACTION/OLD BUSINESS

- a) The Board discussed Phase II of the expansion project. Brandon Heavener of Bethel Engineering was unable to attend the meeting.**
- b) Tom Martinez reported on the status of the office buildings. He discussed the color scheme options. The Board directed Mr. Martinez to proceed with the colors as presented.**
- c) The Board discussed the oil well clean up and reviewed the summary report.**
- d) Chairman Diaz reported on the sidewalk update on the College Drive frontage.**
- e) The Board and Karen O'Neil of Kirk & Simas discussed the update of the revisions to the rules and regulations and the vase policy. The Board will review again during the next regular board meeting.**

ITEMS FOR ACTION/NEW BUSINES:

- a) Debra Fowler gave update on office operations. She reported on an individual who threatened the district staff. They have filed a restraining order. Becky Badenell is in the process of updating the office and operations manuals.**

- b) Operations Manager Jaime Coronado gave an operations update. He reported Becky Badenell has trained him on tail gate meetings.
- c) Trustee Evans and Trustee Engel reported on the District Manager recruitment.
- d) Attorney Karen O'Neil and Debra Fowler discussed the part-time Administrative Assistant recruitment. The board discussed the pay rate between \$16.00 - \$22.00 an hour.
- e) Debra Fowler distributed new bank signature cards for trustees to sign.
- f) Karen O'Neil of Kirk & Simas gave initial review and discussed ordinance regarding unpermitted activities. She will make the updates as directed by the board.

FINANCIAL REPORT: Carrie Troup, C.P.A. reported on the financial status of the district.

The Board discussed, reviewed and approved of the 2022/2023 budget. Motion by Evans, second by Lucas. Ayes: Lucas, Diaz, Evans, Tunnell, Engel. Motion carried

Debra Fowler Services Report:

- a) Recap of the May burial information. Services: 24; 17 Casket, 5 Cremation, 2 Babies. 30 Graves sold: 7 Caskets at need, 20 Casket pre-need, 2 Cremation pre-need, 1 Niche
- b) The Board discussed and approved the transition from Access to Cemsites invoicing. The Board approved \$3,750.00 to cemsites. Motion by Lucas, second by Evans. Ayes: Lucas, Diaz, Evans, Tunnell, Engel. Motion carried.
- c) The Board Discussed counter measures and signage regarding water usage and drought. Debra Fowler reported on the water conservative options.
- d) The Board discussed and approved the annual price increase as presented by Debra Fowler. Motion by Evans, second by Engel. Ayes: Diaz, Evans, Tunnell, Engel. Absent for vote, Lucas. Motion carried

TRUSTEE REPORTS:

- a) Chairman Diaz- Discussed pending projects
- b) Co-Chair Lucas- None
- c) Trustee Evans- Reported on a cemetery he visited with decomposed granite and reported on the need to drastically reduce water usage.
- d) Trustee Tunnell – Discussed the need for a monument area on the cemetery grounds.
- e) Trustee Engel – Proposed a two acre xeriscaped section.

The next regular Board meeting is scheduled for Monday July 11, 2022.

The meeting was adjourned at 1:29 PM