

Santa Maria Cemetery District

Board Minutes

Location of Meeting:

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

Meeting Date 6/14/2021

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

Lee Diaz, Chairman; Trustee; Bob Engel, Trustee; Cole Lucas, Trustee; Mark Evans, Trustee Tunnel

ABSENT: None

OTHERS PRESENT: District Manager Ron Jacobs; Carrie Troup, C.P.A.

The Board reviewed and approved the minutes of the April 8th, 2021, May 10th, 2021, and special meeting on May 18, 2021. Motion by Evans, second by Tunnell. Ayes: Lucas, Diaz, Engel, Evans, Tunnell. Motion carried.

PUBLIC COMMENT: None

ITEMS FOR ACTION/OLD BUSINESS

- a) Mr. Heavener (Bethel Engineering) updated Board on the Project Phase II. Mr. John Will will be providing the contract which will be reviewed by Karen O'Neil of Kirk and Simas. The construction schedule will also be provided at that time.
- b) The Board discussed Phase II Shop and Office update with Mr. Tom Martinez or M&A Architecture.
- c) Trustee Evans Discussed financing for the expansion project. He is waiting on the project costs. The district is waiting on Karen O'Neil of Kirk and Simas regarding the Pullman Capital funding for the collateral agreement. The Board approved to begin directional process to borrow \$3,000,000, subject to the approval of Karen O'Neil of Kirk and Simas. The Board assigned Trustee Evans the authority to proceed with the funding. Motion by Engel, second by Lucas. Ayes: Lucas, Diaz, Engel, Evans, Tunnell. Motion carried.

ITEMS FOR ACTION/NEW BUSINESS

- a) The Board discussed and approved the tree removal cost of \$5400 by Rick's Tree Service. Motion by Lucas, second by Evans. Ayes: Lucas, Diaz, Engel, Evans, Tunnell. Motion carried.
- b) The Board discussed and approved the 2021-2022 budget. Motion by Evans, second by Tunnell. Ayes: Lucas, Diaz, Engel, Evans, Tunnell. Motion carried.

FINANCIAL REPORT: Carrie Troup, C.P.A.

DISTRICT MANAGER'S REPORT:

- District Manager Jacobs presented a recap of the April burial information. 24 Services: 15 Casket, 9 Cremation, 0 baby. 34 graves sold: 21 at need, 13 casket pre-need, 1 cremation grave pre-need, 2 pre-needs in original section.
- District Manager Jacobs discussed new casket graves near baby and cremation area; 175 additional graves; casket graves near the flagpole provide 72 additional.
- District Manager Jacobs report on a promotion and salary to be discussed during a future closed session meeting.
- District Manager Jacobs also discussed a 'donate a tree' plan. He also discussed the signage and possible lighting for the District grounds.
- District Manager Jacobs discussed possibly creating a central service center for the grounds.
- District Manager Jacobs discussed enhancements to the strip of grass on the other side of the retaining wall.
- District Manager Jacobs discussed a Kiosk for grave finding.

TRUSTEE REPORTS:

- a) Chairman Diaz- None
- b) Co-Chair Lucas- None
- c) Trustee Evans- Welcomed new District Manager Ron Jacobs
- d) Trustee Tunnell- None
- e) Trustee Engel- Discussed the need for enhanced signage and updated cost estimates. Trustee Engel also discussed a tree plan for District grounds.

The Board approved to add District Manager Ron Jacobs and remove Nick Salvesen to the bank accounts (all other signers remain as is) to the bank accounts with Community Bank of Santa Maria, ADP, and Stifel. Motion by Engel, second by Evans. Ayes: Lucas, Diaz, Engel, Evans, Tunnell. Motion carried.

The next regular Board meeting is scheduled for July 12th, 2021.

The meeting was adjourned at 11:48 AM.