

Santa Maria Cemetery District

Board Minutes

Location of Meeting:

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

Meeting Date 07/11/22

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

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

The Board reviewed and approved the minutes of the June 13, 2022, board meeting. Motion by Evans, second by Lucas. Ayes: Lucas, Diaz, Evans, Tunnell, Engel. Motion carried.

PUBLIC COMMENT: Jeff Hoffman of Dudley Hoffman Mortuary discussed his recommendation of Debra Fowler as District Manager for the Santa Maria Cemetery.

The Board recessed to closed session 9:55 A.M.

CONFERENCE WITH LEGAL COUNCIL-ANTICIPATED LITIGATION

Initiation of litigation pursuant to subdivision (c) of Section 54956.9
(One case)

CONFERENCE WITH LEGAL COUNCIL-ANTICIPATED LITIGATION

Significant exposure of litigation pursuant to subdivision (b) of Section 54956.9:
(One case)

No Action Taken

Reconvene to open session 10:40 A.M.

Report from Closed Session:

No Action Taken

The Board recessed to closed session 10:42 A.M.

CONFERENCE WITH REAL PROPERTY NEGOTIATIONS FOR THE PROPERTY

Vicinity of the Easterly terminus of Newlove Drive, City of Santa Maria. Potential modification to Lease involving Leasing Party: Bejo Seeds and/or lease renewal. Agency Negotiator / Agent
Karen O'Neil and Debra Fowler.

No Action Taken

Reconvene to open session 10:50 A.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 reported on oil well clean up. The Board discussed and approved the proposal from Fargen Survey Inc. for \$5,080 for grounds plot stakes. Mr. Heavener reported on the utilities on the boundary wall. The irrigation and landscape is in progress.
- b) Mr. Randal Araki discussed the update on the operation and office building.
- c) Chairman Diaz reported on the sidewalk update on the College Drive frontage.
- d) The Board approved the revisions to vase policy as presented by Karen O'Neil of Kirk & Simas.
Motion by Evans, second by Lucas. Ayes: Lucas, Diaz, Evans, Tunnell, Engel. Motion carried.

ITEMS FOR ACTION/NEW BUSINES:

- a) Interim Manager, Debra Fowler gave update on general operations. She reported that the computer system has been updated. She inquired about the Brightview bid as presented to the board.
- b) Operations Manager, Jaime Coronado discussed operations. He reported that there are three trucks that need to be sold. He will create an equipment maintenance schedule and will research new equipment options.
- c) Trustees Engel and Evans updated the Board on the status of the District Manager recruitment.
- d) The Board discussed ordinance regarding unpermitted activities.

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

- a) The Board approved to transfer \$100,000 from saving to checking. Motion by Engel, second by Evans. Ayes: Lucas, Diaz, Evans, Tunnell, Engel. Motion carried

Debra Fowler Services Report:

- a) Recap of the June burial information. Services: 41; 23 Casket, 17 Cremation, 1 Disinterment.
42 Graves sold: 15 Caskets at need, 27 Casket pre-need.
- b) Discussion of updating employee handbook
- c) Discussion of updating Rules and Regulations.
- d) Discussion of the Brightview Proposal.
- e) The Board will research the niche wall options.

TRUSTEE REPORTS:

- b) Chairman Diaz- Discussed the status of pending projects
- c) Co-Chair Lucas- None
- d) Trustee Evans- Discussed possible water solutions for the District. He reported on the need for a monument area.
- e) Trustee Tunnell – Reported on the comparisons of the cemetery maintenance costs and contractor options.
- f) Trustee Engel – Reported on low impact landscaping and pricing by location.

The next regular Board meeting is scheduled for Monday August 8, 2022.

The meeting was adjourned at 12:39 PM