

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 7/12/2021

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

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

Bob Engel, Trustee arrival 9:07A.M.

ABSENT: None

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

The Board reviewed and approved the minutes of the June 14th, 2021, and the special meeting on June 28th, 2021. Motion by Evans, second by Tunnell. Ayes: Lucas, Diaz, Evans, Tunnell. Motion carried. Absent for vote, Engel.

PUBLIC COMMENT: None

ITEMS FOR ACTION/OLD BUSINESS

- a) **Mr. Heavener (Bethel Engineering) discussed and updated Board on the Project Phase II. He is waiting for the soil reports from Mr. Romero. The Board requested contract copies of the RJM agreement.**
- b) **Mr. Tom Martinez of M&A Architecture discussed the site and the office layout. He reported on the electrical services which need to be added for the water meter. The Board approved up to \$1,000 by Mr. Ashbrook. Motion by Engel, second by Evans. Ayes: Lucas, Diaz, Evans, Tunnell, Engel. Motion carried. The Board discussed the Department of Industrial Relations requirements and other the registration requirements regarding the expansion project.**
- c) **Trustee Evans reported on financing for the expansion project.**

ITEMS FOR ACTION/NEW BUSINESS

- a) **District Manager Jacobs discussed and reported on the fence removal, repurpose, and erect on the new boundary. He will discuss the project with Mr. John Will . Trustee Engel requested phase pricing by project and by contractor, including the hard costs.**
- b) **District Manager Jacobs discussed and reported on proposed amended Rules and Regulations and a possible effective date. The Board requested a detailed copy of the current Rules and Regulations and the proposed changes. The Board will discuss again during the next regular Board meeting.**
- c) **District Manager Jacobs discussed cemetery upcoming clean-up and reviewed options regarding frequency.**

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

DISTRICT MANAGER'S REPORT:

- **District Manager Jacobs presented a recap of the June burial information. Services: 46; 26 Casket, 18 Cremation, 2 baby. 35 graves sold: 8 at need, 25 casket pre-need, 1 cremation grave pre-need, 1 pre-need in original section.**
- **District Manager Jacobs updated the Board on current niche wall occupancy and the forecasted needs. He presented new ideas for locations and aesthetics of the District grounds**

TRUSTEE REPORTS:

- a) **Chairman Diaz- Reported on the upcoming CAPC conference.**
- b) **Co-Chair Lucas- None**
- c) **Trustee Evans- None**

d) Trustee Tunnell- None

e) Trustee Engel- Discussed man hours needed for the cemetery clean-up. Request copies of all of the RJM contract documents.

The next regular Board meeting is scheduled for Monday August 16th , 2021.

The meeting was adjourned at 12:23 PM.