

Santa Maria Cemetery District

Board Minutes

Location of Meeting:

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

Meeting Date 7/13/20

CALL TO ORDER: The regular meeting was called to order by the Chairman at 9:01 A.M.

ROLL CALL:

PRESENT: Lee Diaz, Chairman; John Tunnell, Trustee; Cole Lucas, Co-Chair; Bob Engel, Trustee

ABSENT: Mark Evans, Trustee

OTHERS PRESENT: General Manager Nick Salvesen; Carrie Troup, C.P.A; Karen O'Neil, Kirk & Simas

The Board reviewed and approved the minutes of the June 8, 2020 meeting. Motion by Lucas, second by Tunnell. Ayes: Tunnell, Diaz, Engel and Lucas. Absent for vote: Evans. Motion carried.

There was no public comment.

ITEMS FOR ACTION/OLD BUSINESS

- a) **General Manager Salvesen reported on the city walk-way from College to Inger. Co-op with Commercial Developer of property located at North East corner of Betteravia & S. College Dr. General Manager Salvesen will inquire with the city.**

ITEMS FOR ACTION NEW BUSINESS

- a) **The Board and General Manager Salvesen reviewed RJM estimate of construction costs for Phase 2 of South Lawn expansion. The Board directed the General Manager to discuss with Mr. Garrison options for the first phase.**
- b) **The Board and General Manager Salvesen discussed J.D. Humann service agreement renewal. The agreement ends 7/31/2020. The Board approved to extend the contract for one year. Motion by Engel, second by Tunnell. Ayes: Tunnell, Diaz, Engel and Lucas. Absent for vote: Evans. Motion carried.**
- c) **The Board and General Manager Salvesen reviewed and discussed proposed Memorial Tree Program.**

FINANCIAL REPORT: Carrie Troup, C.P.A. presented the monthly financial reports and 2020/21 Budget. The Board discussed and approved the 2020/21 Budget. Motion by Engel, second by Tunnell. Ayes: Tunnell, Diaz, Engel and Lucas. Absent for vote: Evans. Motion carried.

MANAGER'S REPORT:

- a) **General Manager Salvesen presented a recap of the June burial information. 39 Services: 29 Casket, 10 Cremation; 20 Pre-needs: 17 Casket, 3 Cremation**
- b) **General Manager Salvesen reported that he is in the process of working on the marketing plan.**

TRUSTEE REPORTS:

- a) **Chairman Diaz- None**
- b) **Co-Chair Lucas- None**
- c) **Trustee Evans- None**
- d) **Trustee Tunnell- None**
- e) **Trustee Engel- None**

Recess to closed session: 11:10am.

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: 11:20am.

Report from closed session:

The Board accepted the agreement. Motion by Tunnell, second by Lucas. Ayes: Tunnell, Diaz, Engel and Lucas. Absent for vote: Evans. Motion carried.

The Board approved the lease. Roll call vote: Tunnell- aye; Diaz- aye; Engel- aye; Lucas- aye. Absent for vote: Evans. Motion carried.

Items for next regular meeting:

- a. Cemetery Marketing plan.

The next regular Board meeting is scheduled for Monday August 10th, 2020.

The meeting was adjourned at 11:22 AM. Motion by Diaz, second by Tunnell. Ayes: Tunnell, Diaz, Engel and Lucas. Absent for vote: Evans. Motion carried.