

# **Santa Maria Cemetery District**

## **Board Minutes**

**Location of Meeting:**

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

**Meeting Date 09/12/22**

**CALL TO ORDER:** The regular meeting was called to order by the Chairman at 9:03 A.M.

**Chairman, Lee Diaz; Trustee, Cole Lucas; Trustee, Bob Engel; Trustee, John Tunnell: Trustee**

**Absent: Trustee: Mark Evans.**

**OTHERS PRESENT:** Debra Fowler, Interim District Manager; Carrie Troup, C.P.A. Anthony Principe of Kirk & Simas.

**The Board reviewed and approved the minutes of the August 8, 2022, board meeting. Motion by Tunnell, second by Lucas. Ayes: Lucas, Diaz, Tunnell. Abstain: Engel. Absent for vote: Evans. Motion carried.**

**PUBLIC COMMENT:** A member of the public addressed The Board regarding drinking and parties on The District grounds which is disrespectful to the cemetery visitors.

**The Board recessed to closed session 9:05 A.M.**

**CONFERENCE WITH REAL PROPERT NEGOTIATORS FOR THE PROPERTY:** Vicinity of the easterly terminus of Newlove Drive, City of Santa Maria, CA

Potential modification to lease invoicing Leasing party Bejo Seeds and/or lease renewal. Agency Negotiator/Agents: Karen A. O'Neil, Anthony Principe, and Debra Fowler.

**Reconvene to open session 9:15 A.M.**

**Report from closed session.**

**No Action taken**

**ITEMS FOR ACTION/OLD BUSINESS:**

- a) Brandon Heavener, project manager (Bethel Engineering) reported on the status of the Phase II Expansion Project.
- b) Tom Martinez gave an update on the new office. He discussed solar and design options.
- c) Second reading of Ordinance No. 2022-01 by Anthony Principe, of Kirk & Simas regarding permitted activities. As per Interim District Manager Debra Fowler the draft ordinance was posted at the office, published in the newspaper, and posted online. The Board waived the additional reading of the ordinance. Motion by Engel, second by Tunnell, Ayes: Lucas, Diaz, Tunnell, Engel. Absent for vote: Evans. Motion carried. The Board approved of Ordinance No. 2022-01, Motion by Engel, second by Lucas. Ayes: Lucas, Diaz, Tunnell, Engel. Absent for vote: Evans. Motion carried.
- d) Trustee Engel reported on the process of the District Manager recruitment is ongoing.

**ITEMS FOR ACTION/NEW BUSINES:**

- a) Jaime Coronado reported on equipment bids; Kabota mower \$22,504. John Deere backhoe bid \$122,639. The Board approved to purchase a backhoe from Coastline Equipment with financing under 4%. Motion by Engel, second by Tunnell. Ayes: Lucas, Diaz, Tunnell, Engel. Absent for vote: Evans. Motion carried.  
He also announced a new employee Anthony Castillo who is learning the grave/burial process.
- b) The Board reviewed the Rules and Regulations. Interim Manager Fowler presented information regarding ways to beautify the cemetery.
- c) Interim Manager Fowler reported on new canopies and noted we are in need of a new canopy for approximately \$8,200.
- d) The Board discussed pricing for new section.

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

**Debra Fowler Services Report:**

- a) Recap of the August burial information. Services: 46; 28 Casket, 18 Cremation, 1 Disinterment.  
22 Graves sold: 12 Caskets at need, 8 Casket pre-need. 1 Cremation at need.
- b) Interim Manager, Debra Fowler discussed updating employee review forms. She is working with Karen O'Neil of Kirk & Simas.
- c) Interim Manager Fowler discussed new part time employee for the office help @ \$22.00 Hr.
- d) Interim Manager Fowler reported on the GSRM Seminar she attended last month.
- e) Interim Manager Fowler discussed Day of the Dead activities.
- f) Interim Manager Fowler discussed violations. The City Rangers will be assisting.

**TRUSTEE REPORTS:**

- a) Chairman Diaz- None
- b) Co-Chair Lucas- None
- c) Trustee Evans- Absent
- d) Trustee Tunnell – Discussed the need for ongoing inspection of grounds and discussions with the contracted mowing company by the field superintendent.
- e) Trustee Engel –Discussed the need for a binder containing the ordinance and rules and regulations.

**The next regular Board meeting is scheduled for Monday October 10, 2022**

**The meeting was adjourned at 12:01 P.M. Motion by Tunnell, second by Engel. Ayes: Lucas, Diaz, Tunnell, Engel. Absent for vote: Evans. Motion carried.**