

# **Santa Maria Cemetery District**

## **Board Minutes**

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

**Meeting Date 11/12/18**

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

**ROLL CALL:**

**PRESENT:** Lee Diaz, Chairman; John Tunnell, Trustee; Bob Engel, Trustee; Mark Evans, Co-Chair

**ABSENT:** Cole Lucas, Trustee;

**OTHERS PRESENT:** Becky Badenell, General Manager; Carrie Troup, C.P.A., Karen O'Neil of Kirk & Simas

**DISTRIBUTIONS:** None

**MINUTES OF PREVIOUS MEETING:** The Board reviewed and approved the minutes of the October 17, 2018 regular meeting. Motion by Tunnell, second by Engel. Ayes: Tunnell, Diaz, and Engel. Abstain from vote: Evans. Absent for vote: Lucas. Motion carried.

**PUBLIC COMMENT:** None

At 9:05 AM the Board recessed to closed session.

**Conference with Real Property Negotiators**

**Property:** Vicinity of the Easterly terminus of Newlove Drive City of Santa Maria. Agency

**Negotiator/ Agent:** Karen A. O'Neil and Becky Badenell.

**Negotiating Parties:** Santa Maria Cemetery District and Greg France.

**Under Negotiation:** Instruction to negotiator and agent will concern price and terms of the lease.

Adjourn closed session at 9:27 AM and reconvene to open session.

At 9:27 AM report from closed session: No action taken.

### **ITEMS FOR ACTION/OLD BUSINESS**

- (a) The Board discussed the landscape architect projects and the number of niches the District needs. The Board approved to proceed with estimates from a vault manufacturer to add niches in the Veteran's area. Motion by Engel, second by Evans. Ayes: Tunnell, Diaz, Evans, and Engel. Absent for vote: Lucas. Motion carried.
- (b) The Board discussed Pine Grove Cemetery which will continue to be cleaned up. The Board also discussed the property lines.
- (c) The Board discussed the Pall Bearer policy and the current procedures with Mr. Hoffman of Hoffman Mortuary. The General Manager and Mr. Hoffman will meet to discuss it further and will report back during the next regular Board meeting. Motion by Engel, second by Tunnell. Ayes: Tunnell, Diaz, Evans, and Engel. Absent for vote: Lucas. Motion carried.

(d) The Board discussed fencing in regards to the vacant property south of Battles Road and the Southlawn. They will contact Russ Garrison regarding the property line.

#### ITEMS FOR ACTION NEW BUSINESS

8. FINANCIAL REPORT: Carrie Troup, C.P.A. presented the monthly financial reports. The Board approved to move \$750,000. from Community Bank of Santa Maria Operations Account to a new interest bearing account at Community Bank of Santa Maria, by December 1<sup>st</sup>. Motion by Evans, second by Tunnell. Ayes: Tunnell, Diaz, Evans and Engel. Absent for vote: Lucas. Motion carried.

#### 9. MANAGER'S REPORT:

##### BURIAL INFORMATION FOR October 2018

NUMBER OF CREMATIONS: 10

FULL BURIALS: 20

INFANT: 1

31 Total

Southlawn: Burials 1,145

Pre-need: 922

Available: 1,538

(1<sup>st</sup> Burial Sept 2008)

The General Manager reported on the gopher control on the district grounds.

#### 10. TRUSTEE REPORTS:

- a) Chairperson Diaz-None
- b) Co-Chair Evans- Discussed the staff appreciation meeting which will be held on December 7<sup>th</sup>.
- c) Trustee Lucas- Absent
- d) Trustee Tunnell- Requested that the detailed burial procedures be in writing.
- e) Trustee Engel- Discussed the district long-term plan; recapped the project progress with Charles McClure; discussed staff reviews; discussed the need for a district tree program.

Items for next regular board meeting

The meeting was adjourned at 12:05 PM.

The next regular meeting will be Monday, December 10, 2018.