

Santa Maria Cemetery District

Board Minutes

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

Meeting Date 11/14/16

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

ROLL CALL:

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

ABSENT:

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

DISTRIBUTIONS: None

MINUTES OF PREVIOUS MEETING: The Board reviewed and approved the minutes of October 10, 2016 regular meeting. Motion by Evans, second by Lucas. Ayes: Diaz, Evans, Engel, Lucas and Tunnell. Motion carried.

PUBLIC COMMENT:

Guest: Russ Garrison of Bethel Engineering reported on the southlawn entrance and expansion.

At 10:28 AM the Board recessed to closed session.

The Board discussed the public employee performance evaluation pursuant to Government Code section 54954.5

Title: District Manager - Discussion of format and approach to conduct performance evaluation.

Adjourn closed session at 10:55 AM and reconvene to open session.

At 10:56 AM report from closed session. The Evaluation Committee recommends and the Board approve of the Evaluation Form as presented in the handout. Motion by Tunnell, second by Evans. Roll call vote Ayes: Diaz, Evans, Engel, Lucas and Tunnell. Noes: none. Motion carried.

5. ITEMS FOR ACTION/OLD BUSINESS

- (a) The Board discussed owl houses on the district grounds. The grounds manager will hire a handyman for the project.
- (b) The Board discussed and reviewed Trustees compliance schedule.
- (c) The Board discussed the 5-year capital plan for district projects and equipment needs.

6. ITEMS FOR ACTION NEW BUSINESS

- (a) The Board discussed SB-1179-regarding succession of ownership for interment rights.

(b) The Board discussed hiring. Tony Ramirez, Grounds Manager, reported on the labor needs of the district as well as the landscape maintenance.

(c) The Board discussed Mariachis during services. The Board will draft a music policy which will be discussed and reviewed during the next regular meeting.

7. **FINANCIAL REPORT:** Carrie Troup, C.P.A. presented the monthly financial reports.

8. **MANAGER'S REPORT:**

BURIAL INFORMATION FOR October 2016

NUMBER OF CREMATIONS: 6 (1 Southlawn, 5 original side)

FULL BURIALS: 22 (8 original side, 14 Southlawn)

INFANT: 0 (0 Southlawn, 0 original side)

28 Total

Southlawn Statistics: Burials: 857

Pre need: 718

Available: 2044

60 Graves have sold in the old office area. All monument graves are sold. There are 12 graves left.

Weed eating is ongoing.

There was a Veteran's Day ceremony on Veteran's Day put on by the VFW. Good turnout. It was nice.

9. **TRUSTEE REPORTS:**

a) Chairperson Diaz - None

b) Co-Chair Evans - None

c) Trustee Lucas - None

d) Trustee Tunnell - None

e) Trustee Engel - None

The meeting was adjourned at 11:47 A.M. Motion by Evans, second by Tunnell. Ayes: Evans, Tunnell, Engel, Diaz, Lucas. Motion carried.

Next regular meeting will be Monday, December 12, 2016.