

Santa Maria Cemetery District

Board Minutes

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

Meeting Date 12/12/16

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

ROLL CALL:

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

ABSENT:

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

DISTRIBUTIONS: None

MINUTES OF PREVIOUS MEETING: The Board reviewed and approved the minutes of November 14, 2016 regular meeting. Motion by Evans, second by Lucas. Ayes: Diaz, Evans, Engel, Lucas and Tunnell. Motion carried.

PUBLIC COMMENT:

Guest: John C. Courtney/RJM Design Group presented information regarding cemetery designs. He will submit a proposal to the Board.

At 9:30 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 9:40 AM and reconvene to open session.

At 9:40 AM report from closed session: No action taken.

5. ITEMS FOR ACTION/OLD BUSINESS

(a) The Board discussed and approved of the policy for conducting District Manager evaluations. Motion by Engel, second by Lucas. Ayes: Engel, Evans, Lucas, Tunnell and Diaz. Motion carried.

(b) The Board discussed the Enos Development progress. Karen O'Neil of Kirk & Simas will contact the City of Santa Maria again in January 2017. The district will inquire regarding replacement of the gate.

(c) The Board discussed the Trustees Compliance Schedule. Karen O'Neil of Kirk & Simas reported on the compliance requirements.

(d) The Board discussed the 5-year-Capital Plan. Tony Ramirez, Operations Manager, reported on the need for a water tank. The Board requested that he gather further information regarding tank materials, sizing and total cost including installation as well as obtain cost estimates for a dump truck.

(e) The Board discussed hiring and requested a job description and proposed wage and cost to the district for the full time office assistant.

(f) The Board discussed the installation of owl houses on the district grounds. The Board approved Blough Construction to complete the job. Motion by Engel, second by Evans. Ayes: Engel, Evans, Lucas, Tunnell and Diaz. Motion carried.

6. ITEMS FOR ACTION NEW BUSINESS

(a) The Board discussed a grave purchase limit. The Board approved to limit the number of graves purchased by one individual to be 12. Additional graves may be purchased upon approval by the Board. Motion by Evans, second by Engel. Ayes: Engel, Evans, Lucas, Tunnell and Diaz. Motion carried.

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

8. MANAGER'S REPORT:

BURIAL INFORMATION FOR November 2016

NUMBER OF CREMATIONS: 10 (2 Southlawn, 8 original side)

FULL BURIALS: 18 (10 original side, 8 Southlawn)

INFANT: 1 (1 Southlawn, 0 original side)

29 Total

Southlawn Statistics: Burials: 862

Pre need: 721

Available: 2036

The Manager reported on normal day to day operations.

9. TRUSTEE REPORTS:

a) Chairperson Diaz - None

b) Co-Chair Evans - None

c) Trustee Lucas - Expressed concern for the future of the operations given the small number of employees at the district.

d) Trustee Tunnell - None

e) Trustee Engel - None

The meeting was adjourned at 11:45 A.M. Motion by Evans, second by Tunnell. Ayes: Evans, Tunnell, Engel, Diaz, Lucas. Motion carried.

Next regular meeting will be Monday, January 9, 2017.