

# **Santa Maria Cemetery District**

## **Board Minutes**

**Location of Meeting:**

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

**Meeting Date 1/11/2021**

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

**ROLL CALL:**

**PRESENT:** Lee Diaz, Chairman; Trustee; Bob Engel, Trustee; Mark Evans, Trustee; John Tunnell, Trustee.

**ABSENT:** Cole Lucas

**OTHERS PRESENT:** General Manager Nick Salvesen; Carrie Troup, C.P.A.

The Board reviewed and approved the minutes of the December 14, 2020 meeting. Motion by Evans, second by Diaz. Ayes: Diaz, Engel, Tunnell and Evans. Absent: Lucas. Motion carried.

**PUBLIC COMMENT:** None

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

- a) Brandon Heavener of Bethel Engineering discussed the Phase II Expansion Plan. The Plan was approved by the Board. Motion by Evans, second by Tunnell. Ayes: Diaz, Engel, Tunnell and Evans. Absent: Lucas. Motion carried.
- b) Tom Martinez from M & A Architecture reported and updated the board on Phase II Shop and Office plan.
- c) The Board approved that all Board officers will remain the same for the 2021 year. Motion by Evans, second by Tunnell. Ayes: Diaz, Engel, Tunnell and Evans. Absent: Lucas. Motion carried.

### **ITEMS FOR ACTION/NEW BUSINESS**

- a) The Board reviewed and approved the draft audit from Moss, Levy & Hartzheim. Motion by Evans, second by Tunnell. Ayes: Diaz, Engel, Tunnell and Evans. Absent: Lucas. Motion carried.
- b) The Board visited and toured the shop on the District grounds.

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

### **MANAGER'S REPORT:**

- a) General Manager Salvesen presented a recap of the December burial information. 34 Services: 23 Casket, 8 Cremation, 3 Niche. 16 Pre-needs: 16 Casket
- b) General Manager Salvesen discussed occupancy report.
- c) General Manager discussed funding options from Holman Capital and Santa Maria Community Bank.

### **TRUSTEE REPORTS:**

- a) Chairman Diaz- None
- b) Co-Chair Lucas- Absent
- c) Trustee Evans- None
- d) Trustee Tunnell- None
- e) Trustee Engel- Complimented the occupancy report prepared by General Manager Salvesen.

The next regular Board meeting is scheduled for February 8, 2021.

The meeting was adjourned at 11:09 AM. Motion by Evans, second by Engel. Ayes: Diaz, Engel, Tunnell and Evans. Absent: Lucas. Motion carried.