

# **Santa Maria Cemetery District**

## **Board Minutes**

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

**Meeting Date 2/11/19**

**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; Cole Lucas, Trustee; Bob Engel, Trustee; Mark Evans, Co-Chair**

**ABSENT:**

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

**DISTRIBUTIONS: None**

**MINUTES OF PREVIOUS MEETING: The Board reviewed and approved the minutes of the January 14, 2019 regular meeting. Motion by Lucas, second by Tunnell. Ayes: Tunnell, Lucas, Diaz, and Engel. Abstain from vote: Evans. Motion carried.**

**PUBLIC COMMENT: A member of the public, Mr. Hobbs, reported to the Board the need for further maintenance at the Pine Grove Cemetery and installation of trail cameras on the grounds for monitoring purposes. Vice Chairman Evans will contact Santa Barbara County Fifth District Supervisor, Steve Lavagnino, regarding meeting with Mr. Hobbs.**

**Guest Alex Hom of Moss, Levy Harthziem presented the "clean opinion" audit and discussed GASB 75 changes.**

**At 9:30 AM the Board recessed to closed session.**

**Public Employee Performance Evaluation pursuant to Government Code section 54954.5**

**Title: District Manager- Discuss performance evaluation.**

**Conference with Real Property Negotiators**

**The Board discussed the property: Vicinity of the Easterly terminus of Newlove Drive City of Santa Maria, Red Dog**

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

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

**Report from closed session: No action taken.**

**ITEMS FOR ACTION/OLD BUSINESS**

**(a) The Board discussed the Landscape Architect Projects on the District grounds.**

- (b) The Board discussed and reviewed the Master Plan. Phase 1 & 2 are in progress.
- (c) The Board will discuss and create a pay scale for District Manager and Operations Manager and will discuss further during the next regular Board meeting.
- (d) The Board will discuss the General Manager's salary and compensation during the next regular Board meeting.

#### ITEMS FOR ACTION NEW BUSINESS

- (a) The Board discussed a time limit on SMCD Board Meetings. They discussed aiming for limiting each regular meeting to 2 hours.

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

The Board directed General Manager Badenell to inquire with the bank about earning higher interest rates for the short term. She will also inquire with Sandra Wheeler from Wells Fargo regarding the short-term bond ladder.

#### 9. MANAGER'S REPORT:

#### BURIAL INFORMATION FOR January 2019

NUMBER OF CREMATIONS: 9

FULL BURIALS: 27

INFANT: 1

37 Total

Southlawn: Burials 1,179

Pre-need: 950

Available: 1,474

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

The General Manager updated the Board on the Trustee compliance Report.

The General Manager reported that the gopher control on the grounds is going well.

The General Manager reported that the cleanup went smoothly.

The Board congratulated Chairman Diaz who was elected Trustee of the Year by CAPC (California Association of Public Cemeteries).

#### 10. TRUSTEE REPORTS:

- a) Chairperson Diaz-None
- b) Co-Chair Evans- None
- c) Trustee Lucas- Requested information on the niches
- d) Trustee Tunnell- Requested an update on the irrigation map and burial procedure manual which are being developed by Mr. Ramirez. He also inquired about the written responsibilities of JD Humann.

e) Trustee Engel- Trustee Engel directed Manager Badenell to submit a public announcement to the Santa Maria Times regarding Chairman Diaz being elected Trustee of the Year by CAPC.

Items for next regular board meeting

The meeting was adjourned at 11:27 AM.

The next regular meeting is to be announced.