

Santa Maria Cemetery District

Board Minutes

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

Meeting Date 2/13/17

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, Tony Ramirez, Grounds Manager

DISTRIBUTIONS: None

MINUTES OF PREVIOUS MEETING: The Board reviewed and approved the minutes of January 9, 2017 regular meeting. Motion by Lucas, second by Evans. Ayes: Diaz, Evans, Lucas and Tunnell. Absent for vote: Engel. Motion carried.

PUBLIC COMMENT:

The Board addressed Guest, Mr. Luke's, concerns about the cemetery grounds. He was given a hand-out regarding the changes being made which address the items he discussed at the January 9 meeting. He was pleased the items are being addressed by the District and that things are already improving.

Guest: Daniel Wiggins, Humann Landscaping, reported on the landscaping options to help enhance and maintain the cemetery grounds. He will prepare a proposal for dethatching and for additional days/staff on the job.

At 8:55 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 performance evaluation.

Adjourn closed session at 9:15 AM and reconvene to open session.

At 9:15 AM report from closed session: No action taken.

5. ITEMS FOR ACTION/OLD BUSINESS

(a) The Board discussed the update on the Enos Project. The Board will have a special meeting Friday, February 17th at 9:00 AM.

(b) The Board discussed 5-year Capital Plan. Grounds manager, Tony Ramirez, reported on the water tank needs for the grounds. The recommended tank cost with removal and replacement of the old tank for a cost not to exceed a total of \$10,000. Motion by Tunnell, second by Evans. Ayes: Evans, Tunnell, Lucas, and Diaz. Absent for vote: Engel. Motion carried.

The Board discussed the 5-year Capital Plan projects. Trustee Engel discussed the need for creating a 25-year project plan.

(c) The Board discussed the John Courtney/RJM Design Group: Southlawn Landscaping Proposal in the amount of \$19,000. The District will obtain other estimates.

6. ITEMS FOR ACTION NEW BUSINESS

None

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

8. MANAGER'S REPORT:

BURIAL INFORMATION FOR January 2017

NUMBER OF CREMATIONS: 8 (0 Southlawn, 8 original side)

FULL BURIALS: 19 (10 original side, 9 Southlawn)

INFANT: 2 (2 Southlawn, 0 original side)

29 Total

Southlawn Statistics: Burials: 876

Pre need: 736

Available: 2003

The Manager discussed new graves development, only 4 graves left. The Manager reported on normal day to day operations and noted that gophers are out of control. The General Manager handed out a list of the number of burials throughout the years.

9. TRUSTEE REPORTS:

a) Chairperson Diaz - will be attending the upcoming CAPC Conference.

b) Co-Chair Evans - noted that he visited Karen Carpenter's mausoleum in Westlake Village which has crooked plaques on the niche wall. He inquired about the equipment needs. A flatbed truck and kabota are needed. He noted that the cemetery District looks very good and praised the General Manager.

c) Trustee Lucas - inquired about the status of the full-time office assistant. The new full-time employee will begin Monday.

d) Trustee Tunnell - None

e) Trustee Engel - None

The meeting was adjourned at 11:15 A.M.

Next regular meeting will be Monday, March 13, 2017.