

# **Santa Maria Cemetery District**

## **Board Minutes**

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

**Meeting Date 3/11/19**

**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**

**MINUTES OF PREVIOUS MEETING: The Board reviewed and approved the minutes of the February 11, 2019 regular meeting. Motion by Lucas, second by Evans. Ayes: Tunnell, Lucas, Diaz, and Evans. Absent from vote: Engel. Motion carried.**

**DISTRIBUTIONS: Handout- "Governing the Unruly"**

**At 9:10 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 9:55 AM and reconvene to open session.**

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

**The Board will continue to allow short term farming on the property in the vicinity of the Easterly terminus of Newlove Drive.**

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

- (a) The Board was updated on Landscape Architect Project's progress; Mr. Garrison is currently working on the bid package. The Board inquired on the time line.**
- (b) The Board was updated on the RJM Progress-Southlawn project.**
- (c) The Board discussed creating a pay scale for District Manager and Operations Manager. and will table the item until the next regular Board meeting.**
- (d) The Board discussed the General Manager's salary and compensation. The Board will**

table this item until the next regular Board meeting.

- (e) The Board discussed the District bank accounts. Trustee Engel will contact Mr. Wise regarding cash management options with Pacific Premier Bank. The Board reviewed and approved the Wells Fargo Advisors short term bond ladder provided by Sandra Wheeler. The Board approved to invest \$1,000,000 with Wells Fargo per the ladder report. They will close the two current CD's and will remove, from the Community Bank of Santa Maria checking account, the remaining amount to total \$1,000,000. Motion by Engel, second by Evans. Ayes: Tunnell, Lucas, Diaz, Evans, and Engel. Motion carried.
- (f) General Manager Badenell updated the Board on the abandoned plot project. They will be looking at pricing.
- (g) General Manager Badenell updated the Board on the status of the trustee compliance schedule.

#### ITEMS FOR ACTION NEW BUSINESS

- (a) The Board discussed the JD Humann Landscape duties. Trustee Tunnell reported on their proposal to completely take over half of the cemetery grounds work, including trash removal for \$22,742 per month. The Board approved of the proposal on the condition of an implementation plan with a target start date of May 1<sup>st</sup>. Motion by Engel, second by Tunnell. Ayes: Tunnell, Lucas, Diaz, Evans, and Engel. Motion carried.

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

9. MANAGER'S REPORT:

#### BURIAL INFORMATION FOR February 2019

NUMBER OF CREMATIONS: 12

FULL BURIALS: 25

INFANT: 2

39 Total

Sales for Pre-need: 11

Sales for Burials: 3

Total \$17,430.00

Southlawn: Burials 1,190

Pre-need: 957

Available: 1,456

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

10. TRUSTEE REPORTS:

a) Chairman Diaz-Reported on the CAPC Conference which he, General Manager Badenell and Dena Aragon attended. Chairman Diaz was honored during the state-wide conference in Monterey and was awarded 'Trustee of the Year' by the California Association of Public Cemeteries. He was presented with a plaque and certificate for his excellent service.

Chairman Diaz contacted the City of Santa Maria regarding the sidewalks.

b) Co-Chair Evans- Reported that he is very displeased with the City of Santa Maria regarding the unfulfilled promises that city representatives made approximately 2 years ago.

c) Trustee Lucas- None

d) Trustee Tunnell- None

e) Trustee Engel- None

The meeting was adjourned at 12:01 PM.

The next regular meeting will be Monday, April 8, 2019.