

# **Santa Maria Cemetery District**

## **Board Minutes**

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

**Meeting Date 3/12/18**

**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

**ABSENT:** Mark Evans, Co-Chair

**OTHERS PRESENT:** Becky Badenell, General Manager; Tony Ramirez, Grounds manager; Carrie Troup, C.P.A., Mr. Darryl Scheck, SEIU Local 620 Union Representative

**DISTRIBUTIONS:** None

**MINUTES OF PREVIOUS MEETING:** The Board reviewed and approved the minutes of the February 12, 2018 regular meeting. Motion by Lucas, second by Diaz. Ayes: Diaz and Lucas. Abstain from vote: Tunnell. Absent for vote: Evans, Engel. Motion carried.

**PUBLIC COMMENT:**

None

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

(a) Guest, Alan Needham of Valley Gardener discussed his proposal for gopher control on the District Grounds. He reported on the options and manner in which the gophers are controlled. The Board discussed and approved the initial application with The Valley Gardener which includes a follow-up visit. He will possibly continue on an 'as needed' basis. The Board approved of the proposal. Motion by Tunnell, second by Lucas. Ayes: Tunnell, Diaz and Lucas. Absent for vote: Evans, Engel. Motion carried.

(b) The Board discussed Contracting out/Bids received. Trustee Tunnell reported that he received bids from one company. He reported on the job walk and follow-up questions by the contractor. Mr. Scheck, SEIU Local 620, presented information regarding the position of SEIU Local 620. Trustee Engel requested a special closed session meeting on the topic.

(c) The Board discussed and reviewed the Trustee Compliance Schedule.

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

(a) The Board discussed the New Cemetery Software Program. President Diaz reported on software options which are available for cemeteries. Trustee Engel requested further detailed information.

(b) The Board discussed the Stowell Road Block Wall cleaning options and will discuss again during the next regular Board meeting.

**7. FINANCIAL REPORT:** Carrie Troup, C.P.A. presented the monthly financial reports. Trustee Engel discussed the Waste Management invoice.

## 8. MANAGER'S REPORT:

### BURIAL INFORMATION FOR March 2018

NUMBER OF CREMATIONS: 19

FULL BURIALS: 25

INFANT: 0

44 Total

Southlawn: Burials 1028

Pre-need: 832

Available: 1752

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

General Manager Badenell gave a verbal report on the homeless in the cemetery after hours. Trustee Engel recommended that the Police be made aware of the problem. The General Manager updated the Board on the Abandoned Graves Project. The General Manager discussed the upcoming workshop with Karen O'Neil and Mark Marshall. The General Manager reported on the tree removal progress as well as the fence extension Southlawn and the new gate Southlawn. Tony Ramirez, Grounds Manager, reported on the status of the trees on the District Grounds. Trustee Engel requested that the auditor attend an upcoming Board meeting to answer questions on the 2016/17 "clean opinion" audit report. He requested that the General Manager contact the attorney regarding the need for a union negotiator. He also discussed the retirement plan rates for new hires.

## 9. TRUSTEE REPORTS:

- a) Chairperson Diaz- reported on the CAPC (California Association of Public Cemetery Districts) Conference that he attended along with General Manager Badenell, Administrative Assistant Dena Aragon, and Carrie Troup, C.P.A.  
He reported on the following topics which were presented during the conference: Cemetery software options, trustee and manager liability audit options, acceptance of cash / credit cards, embezzlement, receipts, law suits/ liability for accidents on the grounds, the need for good accident record keeping. He also reported that the prior union negotiator will not be working with the District. The District will discuss other options.
- b) Co-Chair Evans- Absent
- c) Trustee Lucas- None
- d) Trustee Tunnell- Absent
- e) Trustee Engel- Questioned the status of the "For Lease" sign for placement on the District's available property.

The meeting was adjourned at 11:10 AM. Motion by Tunnell, second by Lucas. Ayes: Diaz, Engel, Tunnell, and Lucas. Absent for vote: Evans. Motion carried.

Next regular meeting will be Monday, April 9, 2018.