

# **Santa Maria Cemetery District**

## **Board Minutes**

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

**Meeting Date 8/14/17**

**CALL TO ORDER:** The regular meeting was called to order by the Chairman at 9:02 A.M.

**ROLL CALL:**

**PRESENT:** Lee Diaz, Chairman; Mark Evans, Co-Chair; Bob Engel, Trustee; Cole Lucas, Trustee; John Tunnell, Trustee

**ABSENT:**

**OTHERS PRESENT:** Becky Badenell, General Manager; Tony Ramirez, Grounds manager; Carrie Troup, C.P.A.

**DISTRIBUTIONS:** None

**MINUTES OF PREVIOUS MEETING:** The Board reviewed and approved the minutes of the July 10, 2017 regular meeting. Motion by Lucas, second by Evans. Ayes: Diaz, Tunnell, Evans and Lucas. Absent for vote: Engel. Motion carried.

**PUBLIC COMMENT:**

Trustee Lucas reported on comments he has received regarding how helpful the staff is with locating gravesites and providing them a map location.

**ITEMS FOR ACTION/OLD BUSINESS**

- (a) The Board discussed live music on the District grounds. The General Manager will update the policy to include exceptions and will bring back to a future meeting.
- (b) The Board discussed the Enos project and its effect on the cemetery access.
- (c) The Board discussed and updated the Trustee Compliance Schedule.

**ITEMS FOR ACTION NEW BUSINESS**

- (a) The Board discussed the hourly costs for crew maintenance. The Board directed the Operating Manager to provide a detailed timeline breakdown of the burial process by task.
- (b) The Board discussed the Santa Maria Tree Program options. Trustee Engel reported on a possible memorial tree program which could include plaques and community involvement. He will gather more information and report back at the next regular board meeting. The Board discussed dead tree/shrub removal and replacement.

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

**8. MANAGER'S REPORT:**

The Operations Manager, Tony Ramirez, discussed the upcoming equipment needs such as a mower, spray tank, and a cement mixer.

The Board discussed the need for an RFP for the landscape design of the new expansion and

for the south lawn. Chairman Diaz will work with the *General Manager* and will report back during the next regular board meeting.

### BURIAL INFORMATION FOR July 2017

NUMBER OF CREMATIONS: 12

FULL BURIALS: 21

INFANT: 1

34 Total

Southlawn Statistics: Burials: 946  
Pre need: 777  
Available: 1891

The Manager reported that contracting with JD Humann continues to run smoothly. Gopher catching continues to be successful. Clean up was on August 7<sup>th</sup> and there were no complaints.

#### 9. TRUSTEE REPORTS:

- a) Chairperson Diaz- None
- b) Co-Chair Evans- None
- c) Trustee Lucas- None
- d) Trustee Tunnell- None
- e) Trustee Engel- None

The meeting was adjourned at 10:25 AM.

Next regular meeting will be Monday, September 11, 2017.