

# **Santa Maria Cemetery District**

## **Board Minutes**

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

**Meeting Date 9/10/18**

**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; Carrie Troup, C.P.A., Karen O'Neil of Kirk & Simas

**DISTRIBUTIONS:** None

**MINUTES OF PREVIOUS MEETING:** The Board reviewed and approved the minutes of the August 13, 2018 regular meeting. Motion by Tunnell, second by Lucas. Ayes: Tunnell, Diaz, Lucas and Engel. Absent for vote: Evans. Motion carried.

**PUBLIC COMMENT:** A community member reported on the status of the Pine Grove Cemetery grounds and surrounding sidewalks and roads.

Guests Jim Davis and Alex Posada from the City of Santa Maria presented information regarding the City's need for land for soccer fields. The board approved to form a subcommittee of Engel and Diaz in order to study the project. The nomination was made by Tunnell, second by Lucas. Ayes: Tunnell, Lucas, Engel and Diaz. Absent for vote: Evans. Motion carried.

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

- (a) The Board discussed the landscape architect projects. Guest Charles McClure, Landscape Architect, reported on the project. The General Manager was authorized to execute the contract.
- (b) The Board reviewed and approved the resolution on the Paving Contract. Motion by Tunnell, second by Lucas. Ayes: Tunnell, Diaz, Lucas and Engel. Absent for vote: Evans. Motion carried.

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

- (a) The Board discussed the green burials on the District grounds. The Board will not allow green burials at this time. Motion by Lucas, second by Tunnell. Ayes: Tunnell, Diaz, Lucas and Engel. Absent for vote: Evans. Motion carried.
- (b) The Board discussed the re-sale of graves.
- (c) The Board scheduled a special meeting to discuss the long range plan to be held on September 26<sup>th</sup> at 9am at the District office.

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

9. MANAGER'S REPORT:

### BURIAL INFORMATION FOR August 2018

NUMBER OF CREMATIONS: 10

FULL BURIALS: 27

INFANT: 2

39 Total

Southlawn: Burials 1,113

Pre-need: 886

Available: 1,605

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

Trustee Lucas, Tony Ramirez, Dena Aragon, and General Manager Badenell attended the Safety Meeting presented by Golden State Risk Management Authority on August 28<sup>th</sup> at the Holiday Inn. Mark Marshall of Golden State Risk Management Authority discussed several safety issues including the highest dollar claim examples. The highest being trip and falls, then workers being caught under equipment, back injury and then ladder accidents. He also discussed ways to market the cemetery for revenue. He discussed green burials and plot re-sales.

General Manager Badenell reported that day to day operations are going well. The gophers are being kept under control.

10. TRUSTEE REPORTS:

a) Chairperson Diaz-None

b) Co-Chair Evans- Absent

c) Trustee Lucas- Discussed green burials

d) Trustee Tunnell- Requested the progress of the irrigation map. Discussed and requested new timesheets with the addition of cost codes from Grounds Manager Ramirez. The timesheets should include the breakdown of the major work categories. To be discussed again at the next regular Board meeting.

e) Trustee Engel- Discussed the cemetery master plan and the need to review the expansion rate. The Board requested a report on plot sales history in order to plan the rate of expansion. Discussed the need for a memorial tree program.

Items for next regular Board meeting:

1. 5 year projection of plot sales

2. Amenities in the new section- Central service site, office move, maintenance site move.

The meeting was adjourned at 11:39 AM. Motion by Lucas, second by Tunnell. Ayes: Tunnell, Diaz, Engel and Lucas. Absent for vote: Evans. Motion carried.

The next regular meeting will be Wednesday, October 17, 2018.