

# **Santa Maria Cemetery District**

## **Board Minutes**

**Location of Meeting:**

**Location of Meeting: 1501 S College Dr, Santa Maria, CA 93454 and via teleconference**

**Meeting Date 9/13/2021**

**CALL TO ORDER:** The regular meeting was called to order by the Chairman at 9:00 A.M.

**Lee Diaz, Chairman; Trustee; Cole Lucas, Trustee; Mark Evans, Trustee Tunnel. Absent: Bob Engel**

**OTHERS PRESENT: District Manager Ron Jacobs; Carrie Troup, C.P.A.**

**The Board reviewed and approved the minutes of the August 16<sup>th</sup>, 2021. Motion by Lucas, second by Evans. Ayes: Lucas, Diaz, Evans, Tunnell. Absent for vote, Engel. Motion carried.**

**PUBLIC COMMENT: None**

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

- a) Laurie Tamura (Urban Planning Concepts) reported on the city permits. She discussed the conditional use permits and general plan change for the maintenance parcel which needs to be complete before the building can be built.
- b) John Will (JF Will) and Dan Ringstmeyer (Bueno Resources) reported on the grading and excavating schedule. Fees paid to date are: \$10,000, \$3,800, \$8,600. They are waiting for the PIP to be approved. Mr. Ringstmeyer reported on the status of the analysis and remediation plan of the site.
- c) Brandon Heavener (Bethel Engineering) was not present.
- d) Tom Martinez (M&A Architecture) reported on Phase II shop and the office. He discussed the location, the process with the city and the architecture review.
- e) Trustee Evans reported on the financing for the expansion project and reported that interest rates remain where they were.

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

- a) The Board reviewed the niche wall area correct rendering.
- b) District Manager Jacobs discussed the appointment of Mr. Coronado has been hired as the new Operations Manager with a salary of \$65,000 per year.

**FINANCIAL REPORT:** Carrie Troup, C.P.A. reported on the financial status of the district.

### **DISTRICT MANAGER'S REPORT:**

- District Manager Jacobs presented a recap of the August burial information. Services: 37; 27 Casket, 10 Cremation. 49 graves sold: 14 at need, 28 casket pre-need, 2 cremation grave pre-need, 2 Cremation at need. 0 Niche at need, 1 at need in original section, 2 Pre-need in original.
- District Manager Jacobs reminded the Trustees about the upcoming Education Seminar through CAPC (California Association of Public Cemeteries).
- District Manager Jacobs reported on the damage to the block wall on Stowell Rd.

- District Manager Jacobs presented an updated visual of office location for review by the board. He presented possible landscaping updates that would enhance the cemetery grounds.
- Finalists for the cemetery logo were presented to the board.

**TRUSTEE REPORTS:**

- a) Chairman Diaz- Discussed his upcoming attendance at the CAPC seminar.
- b) Co-Chair Lucas- None
- c) Trustee Evans- None
- d) Trustee Tunnell - None
- e) Trustee Engel - Absent

The next regular Board meeting is scheduled for Monday October 11<sup>th</sup>, 2021.

The meeting was adjourned at 10:41 AM. Motion by Evans, second by Lucas. Ayes: Lucas, Diaz, Evans, Tunnell. Absent for vote, Engel. Motion carried.