

Santa Maria Cemetery District

Board Minutes

Location of Meeting:

Location of Meeting: 511 E. Lakeside Parkway, Santa Maria, CA 93454 and via teleconference

Meeting Date 10/12/20

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

ROLL CALL:

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

ABSENT:

OTHERS PRESENT: General Manager Nick Salvesen; Carrie Troup, C.P.A; Karen O'Neil, Kirk & Simas

The Board reviewed and approved the minutes of the September 14, 2020 meeting. Motion by Lucas, second by Tunnell. Ayes: Tunnell, Diaz, Engel, and Lucas. Absent for vote: Evans. Motion carried.

PUBLIC COMMENT

Alicia Chavez, Maria Villanueva, Rosa Gascon, and Margarita Ferrer discussed monument headstone size limits in the original section of the cemetery. Per the headstone policy adopted by the Board of Directors on October 11, 2010, monument headstones are required to be 12" minimum and not to exceed 3' height limit. They requested their monuments not to exceed 5' as opposed to the 3' limit.

ITEMS FOR ACTION/OLD BUSINESS

- a) General Manager Salvesen reported on the construction documents for South Lawn Expansion Phase II. Construction documents were presented by Brandon Heavener of Bethel Engineering.
- b) General Manager Salvesen reported on the liquidity and estimated construction costs. He discussed options for financing project costs.

ITEMS FOR ACTION/NEW BUSINESS

- a) General Manager Salvesen reviewed and discussed construction costs of new shop and office. The estimates had been provided by Tom Martinez and Associates.

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

MANAGER'S REPORT:

- a) General Manager Salvesen presented a recap of the September burial information. 41 Services: 30 Casket, 10 Cremation, 1 Baby; 20 Pre-needs: 18 Casket; 2 Cremation.
- b) General Manager Salvesen discussed occupancy study of South Lawn.
- c) General Manager Salvesen reported on his plan to add new graves near the flagpole on South Lawn.
- d) General Manager Salvesen gave a further update on the expansion financing options.
- e) General Manager Salvesen reported on the tree raising and thinning completed in the Parkway and the positive feedback from the community.

TRUSTEE REPORTS:

- a) Chairman Diaz- Reported and discussed on the monument policy.
- b) Co-Chair Lucas- Discussed the Veteran's Day cleanup at Pine Grove Cemetery.
- c) Trustee Evans- Inquired about the sidewalk outside of the office and discussed opening Pine Grove Cemetery.
- d) Trustee Tunnell- Requested to revisit the monument rules on height. He also reported on ways to use the current staff more efficiently.
- e) Trustee Engel- Requested an overhead photo of the entire cemetery. Additionally, he discussed the new

stop light and the Pine Grove boundaries.

The next regular Board meeting is scheduled for November 9th, 2020.

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