

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 11/9/20

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 October 12, 2020 meeting. Motion by Evans, second by Tunnell. Ayes: Tunnell, Diaz, Engel, Lucas and Evans. Motion carried.

PUBLIC COMMENT

None

ITEMS FOR ACTION/OLD BUSINESS

- a) **The Board approved Tom Martinez from Martinez & Associates hourly contract architecture services for the design and construction estimates for the new office and shop on the South lawn. Motion by Engel, second by Tunnell. Ayes: Tunnell, Diaz, Engel, Lucas and Evans. Motion carried. General Manager Salvesen reported on the Southlawn Phase II roads.**
- b) **The Board discussed, reviewed and approved Bethel Engineering's updated site plan. They requested that a representative from Bethel Engineering attend the next regular Board meeting. Motion by Engel, second by Tunnell. Ayes: Tunnell, Diaz, Engel, Lucas and Evans. Motion carried.**

ITEMS FOR ACTION/NEW BUSINESS

- a) **General Manager Salvesen reviewed and discussed construction costs of new shop and office. Estimates 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 October burial information. 36 Services: 23 Casket, 12 Cremation, 1 Niche; 33 Pre-needs: 31 Casket (10 original); 2 Cremation.**
- b) **General Manager Salvesen discussed occupancy report.**
- c) **General Manager Salvesen reported on his plan to add new graves near flagpole on South Lawn.**
- d) **General Manager Salvesen gave an update on construction financing from Community West.**
- e) **General Manager Salvesen reported on the YouTube series on Santa Maria Cemetery history.**
- f) **General Manager Salvesen reported on the Veteran's Day program by the VFW on Nov. 11th in the Parkway.**
- g) **General Manager Salvesen discussed monument headstone size in the original section.**

TRUSTEE REPORTS:

- a) **Chairman Diaz- None**
- b) **Co-Chair Lucas- None**
- c) **Trustee Evans- Discussed solar power on the grounds and reported on the article on Pine Grove Cemetery.**
- d) **Trustee Tunnell- Discussed tours, field trips to vacant lot and took at existing shop.**
- e) **Trustee Engel- Recommended the flag poles be utilized with the flags flying. Discussed options for**

defining the niche area and discussed trees for the grounds.

The next regular Board meeting is scheduled for December 14th, 2020.

The meeting was adjourned at 10:45 AM. Motion by Tunnell, second by Evans. Ayes: Tunnell, Diaz, Engel, Lucas and Evans. Motion carried.