

Santa Maria Cemetery District

Board Minutes

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

Meeting Date 12/10/18

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

ROLL CALL:

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

ABSENT:

OTHERS PRESENT: Becky Badenell, General Manager; Carrie Troup, C.P.A.

DISTRIBUTIONS: None

MINUTES OF PREVIOUS MEETING: The Board reviewed and approved the minutes of the November 12, 2018 regular meeting. Motion by Evans, second by Tunnell. Ayes: Tunnell, Diaz, Engel and Evans. Abstain from vote: Lucas. Motion carried.

Item 6(a) was completed first to accommodate a presentation by Eric Chastain of RJM. He discussed the Landscape Architect Projects on the District Grounds. He presented the original Phase 1 plan which was prepared over 10 years ago.

PUBLIC COMMENT: None

At 10:10 AM the Board recessed to closed session.

**Public Employee Performance Evaluation pursuant to Government Code section 54954.5
Title: District Manager- Discuss performance evaluation. No action taken.**

Conference with Real Property Negotiators

Property: Vicinity of the Easterly terminus of Newlove Drive City of Santa Maria, Red Dog, Greg France, Teodolfo Lopez. Agency Negotiator/ Agent: Karen A. O'Neil and Becky Badenell. The Board formed a subcommittee of Engel and Diaz to meet with the City of Santa Maria regarding the Newlove Drive property.

Adjourn closed session at 10:32 AM and reconvene to open session.

ITEMS FOR ACTION/OLD BUSINESS

(b) The Board discussed and approved the Pall Bearer Policy. Motion by Tunnell, second by Lucas. Ayes: Tunnell, Diaz, Engel and Lucas. Recused from vote: Evans. Motion carried.

ITEMS FOR ACTION NEW BUSINESS

- (a) The Board considered and reviewed District CPA Troup updated agreement. The Board directed Troup to update the workers compensation insurance task. The contract will be submitted to Karen O'Neil of Kirk & Simas and will be discussed again during the next regular Board meeting.
- (b) The Board discussed salary and compensation for the General Manager and Operations Manager. The Board will review the contracts for both Operations Manager Ramirez and for General Manager Badenell. The Board requested the prior year evaluations and contracts.

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

9. MANAGER'S REPORT:

BURIAL INFORMATION FOR November 2018

NUMBER OF CREMATIONS: 9

FULL BURIALS: 22

INFANT: 0

31 Total

Southlawn: Burials 1,145

Pre-need: 922

Available: 1,538

(1st Burial Sept 2008)

The General Manager reported on the sales report for November. The General Manager reported on the Trustee Compliance Report update. The gopher situation is improving, The General Manager will discuss possible cutting back on the gopher control weekly.

10. TRUSTEE REPORTS:

- a) Chairperson Diaz-None
- b) Co-Chair Evans- Reported that he is in the process of completing the Harassment Prevention Training.
- c) Trustee Lucas- None
- d) Trustee Tunnell- Inquired on the status of the Burial Procedures Manual which is to be completed by Tony Ramirez.
- e) Trustee Engel- Discussed the gopher expenses.

Items for next regular board meeting

The meeting was adjourned at 12:30 PM.

The next regular meeting will be Monday, January 14, 2019.