

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 6/28/2021

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

Lee Diaz, Chairman; Trustee; Bob Engel, Trustee; Cole Lucas, Trustee; Mark Evans, Trustee; John Tunnel all in attendance and seated at the time of meeting being called to order

ABSENT: None

OTHERS PRESENT: District Manager Ron Jacobs; Brandon Heavener from Bethel Engineering; Tom Martinez from Martinez and Associates; Karen O'Neil (attorney) from Kirk and Simas joined via teleconferencing

PUBLIC COMMENT: None

ITEMS FOR ACTION/OLD BUSINESS

- a) **Mr. Heavener (Bethel Engineering) updated Board on the Project Phase II. There was a motion by Trustee Engel to relocate the planned office back to the area adjacent to College Road. Motion seconded by Trustee Tunnell. Voted for and ayes received from Trustees Diaz, Lucas, Engel, Evans, and Tunnell voted in favor. Motion carried.**
- b) **The Board discussed Phase II Shop and Office update with Mr. Tom Martinez or M&A Architecture. Discussion also involved suggestion to meet with current maintenance staff regarding their needs with projected new maintenance building.**
- c) **Trustee Evans Discussed financing for the expansion project. Trustee Evans gave indication that it would be best to move forward with financing to ensure better rates for the project.**

Recess to closed session at 11:05 a.m.

Pursuant to Government Code Section 54957(b)(1)

Discussion of evaluation of cemetery staff

Reconvened to open session at 11:30 a.m.

Report from closed session; board approved Debra title change from Administrative Assistant to Cemetery Services Coordinator

ITEMS FOR ACTION/NEW BUSINESS

- a) **The Board discussed the proposal and wage range for new classification of job from Administrative Assistant to Cemetery Services Coordinator. Motion by Trustee Tunnell for wage range of \$25 to \$29 with a re-evaluation in 6 months, second by Trustee Evans. Ayes: Lucas, Diaz, Engel, Evans, Tunnell. Motion carried.**
- b) **The Board discussed and approved the proposal to increase rates an average of 3% which will go into effect on September 1, 2021. Motion by Trustee Evans, second by Trustee Lucas. Ayes: Lucas, Diaz, Engel, Evans, Tunnell. Motion carried.**

Comment was made regarding possible need to discuss the necessity of public restrooms. No action taken.

**Motion made by Trustee Tunnell to adjourn. Seconded by Trustee Evans. Ayes: Diaz, Lucas, Evans, Engel, Tunnell
The meeting was adjourned at 12:32 PM.**

The next regular Board meeting is scheduled for July 12th, 2021.