

CARPINTERIA PUBLIC CEMETERY DISTRICT OF THE
COUNTY OF SANTA BARBARA, STATE OF CALIFORNIA

MINUTES

SPECIAL BOARD MEETING OF June 18, 2018

The meeting was called to order at 4:00 P.M. by Board President Graham at the District Board Room, 1501 Cravens Lane, Carpinteria, CA.

TRUSTEES PRESENT: Randy Graham, Gerardo Cornejo
Frederick Lemere, David Seehof

OTHERS PRESENT: Mike Damron, Manager/Clerk

MINUTES FROM SPECIAL MEETING HELD May 23, 2018

A motion to approve the minutes from the Special Meeting held May 23, 2018 was made by Trustee Cornejo and seconded by Trustee Lemere. Motion passed 4-0. Unanimous

PUBLIC FORUM

No public was present.

2017-18 REVISED BUDGET

General Manager presented revisions to the current year budget. He reported that income for the year increased substantially due to the fact that funeral services increased by 26% over the historical average. He recommended adjusting income to \$496,000.00. The expense side of the budget would now include a transfer of \$104,000.00 to Fund 3264 for upcoming Capital Projects. The budget would balance income and expenses at \$496,000.00 for the current fiscal year 2017-18. A motion was made by Trustee Seehof and seconded by Trustee Cornejo to approve the changes to the budget. Motion carried unanimously 4-0

2018-19 PROPOSED BUDGET

As part of the budget process the board convened into close session, Personnel Matters, Employee COLA (Per Gov. code 54957)

The board came out of closed session and had the General Manager return to the room. A motion was made to approve the proposed 2018-19 budget as submitted showing a balanced budget of \$365,000.00 for both income and expenses. The motion included a cost of living adjustment for both district employees of 2.7%. Trustee Cornejo seconded and the vote was 4-0 in favor. Unanimous.

FLOATING SPHERE FOUNTAIN

The General Manager opened up this item by giving an update on the research that had been done so far. He informed the board that the type of fountain we are looking for would have a 3 month lead time. After much discussion the board directed the General Manager to put a RFP together and send it to the top 3 fountain suppliers. Some of the requirements would be a ball of

24 inches, dark green and self-contained. It would also be desirable to find a current customer that has a similar fountain outside in a coastal community. This was direction only to the Manger and no official action was taken.

GENERAL MANAGERS REPORT

The General Manager reported on several topics. He reported that the new groundsman, Mark Razo Jr., was doing an outstanding job. The cemetery had done 97 funerals in the last 12 months, making it the busiest 12 months on record. He reported that the Memorial Day service went well and the farm on our south property would cease to operate as of July 1, 2018.

He reported that the niche expansion had started last week and that the 130 new niches would be installed in July. He informed the board that we were still waiting on the appointment of a new trustee.

Manager Damron informed the board that the district was in need of new cemetery software. The current software was out of date and had no technical support from the vendor. Trustee Seehof made a motion to approve the purchase of new database and accounting software from PlotBox in the "not to exceed" amount of \$5000.00 with updates at \$1500.00. The motion was seconded by Trustee Cornejo and pass unanimously 4-0.

FUTURE ADENDA ITEMS

Possible Special Meeting to finish discussion on Fountain.

ADJOURNMENT

The meeting was adjourned at 5:05 pm.

Randy Graham , President

Gerardo Cornejo, Vice President

David Seehof, Trustee

Frederick Lemere, Trustee

vacant, Trustee