

Santa Maria Cemetery District
Board Minutes
Location of Meeting:
Santa Maria Cemetery District Board Room
1501 S College Dr. Santa Maria CA 93455

Meeting Date 3/12/2024

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

TRUSTEES PRESENT: Chairman, Bob Engel; Vice Chairman, Lee Diaz; Trustee, Mark Evans; Trustee, John Tunnell; Secretary, Carmen Garcia.

OTHERS PRESENT: Brendan Hannegan, District Manager; Carrie Troup, CPA; Brandon Heavener, Project Manager; Diana H. Alcala, Kirk & Simas; Tom Martinez, Architect.

The Board reviewed and approved the minutes of the February 12th, 2024, Board Meeting, with the change of Chairman (Engel) and Vice Chairman (Diaz). Motion by Evans, second by Diaz. Ayes: Diaz, Evans, Tunnell, Engel, Garcia. Motion carried.

PUBLIC COMMENT: The Board heard from a local family regarding the application of the rules regarding allowed and disallowed items on gravesites. The main issues are: 1) Equality of enforcement 2) The need for consistent rules 3) Noticing of removal times.

The Board recessed to closed session at 9:15 AM
Legal Counsel Items and Following Agenda Items.

CONFERENCE WITH LEGAL COUNCIL (review)-ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: (2 cases)

The Board adjourned the closed session and reconvened to open session at 9:37 AM.
Report from closed session: No Action Taken

ITEMS FOR ACTION/OLD BUSINESS

- a) The Board discussed the Form 700 refilling emails sent that are due April 1st.
- b) The Board discussed future office and shop progress and voted to proceed with the project as described. Tom Martinez of Martinez & Associates and Brandon Heavener of Bethel Engineering will update the District regarding the construction timeline. The bid package opening scheduled for April 26th, was discussed and approved. Motion by Diaz, second by Evans. Ayes: Diaz, Evans, Tunnell, Engel, Garcia. Motion carried.
- c) The Board discussed the pending security Ranger Agreement and are also looking into other options. District Manager Hannegan is working on reviewing private

security options.

- d) The Board discussed the upcoming CAPC conference in San Diego, March 14th-17th.

ITEMS FOR ACTION/NEW BUSINESS:

- a) District Manager Hannegan gave a recap on project updates including niche wall additions and signage updates. Additionally, there was a minor car accident on the grounds.
- b) The Board reviewed JD Humann contract addendum, which proposes that JD Humann begin mowing the entire cemetery. The Board approved this change, with a budget not to exceed \$460,680, with the expansion extending to Battles Road as part of the everyday duties. Motion by Tunnell, second by Evans. Ayes: Diaz, Evans, Tunnell, Engel, Garcia. Motion carried.
- c) District Manager Hannegan reported on the portable canopy quote.

Services Report – Recap of the February Burial Information- District Manager Hannegan reported on the following:

27 Services: 18 Casket, 6 Cremation, 1 Infant
10 Casket At need, 16 Casket Pre-need,
2 Cremation at Need, 0 At Pre-Need,
3 Niche Pre-Ned

District Manager Hannegan contacted local nurseries regarding trees for the District grounds.

FINANCIAL REPORT: Carrie Troup, C.P.A.

Carrie Troup, CPA reported on the financial status of the Cemetery. The Board accepted and filed the financial report.

TRUSTEE REPORTS:

- a) Chairman Engel- None
- b) Vice Chairman Diaz- None
- c) Trustee Evans- Discussed the need for tree planting.
- d) Trustee Tunnell- None
- e) Trustee Garcia- Discussed violation notices.

ITEMS FOR NEXT MEETING'S AGENDA

- a) Planting of trees

The next regular Board meeting is scheduled for April 8th, 2024.

ADJOURNMENT: The meeting was adjourned at 1145: A.M. Motion by Garcia, second by Diaz. Ayes: Diaz, Evans, Tunnell, Engel, Garcia. Motion carried.