

**SANTA MARIA CEMETERY DISTRICT  
AGENDA  
BOARD OF TRUSTEES MEETING**

This meeting will take place at the  
1501 S. College Dr. Santa Maria, CA 93454

**September 11th, 2023 @ 9:00a.m.**

BOARD MEMBERS

Lee Diaz, Chairperson  
Mark Evans, Trustee

Bob Engel, Trustee

John Tunnell, Trustee

ALL ITEMS APPEARING ON THE AGENDA ARE SUBJECT TO BOARD ACTION

1. Call to Order
2. Roll Call of the Board
3. Meeting Minutes  
Review and Recommend Approval of Minutes of meetings from August 22nd, 2023.
4. Public Comment  
Any member of the public may address the Board on any item of interest within the Board's jurisdiction. Such public comments are limited to 3 minutes per person. The Board will listen to all communications; however, in compliance with the Brown Act, the Board Cannot act on items not on the agenda. Public comments regarding agenda items should be given at the time the item is addressed.

**CLOSED SESSION**

**LEGAL COUNSEL ITEMS AND FOLLOWING AGENDA ITEMS**

5. CONFERENCE WITH LEGAL COUNSEL (review)--ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: (3 cases)
6. PUBLIC EMPLOYEE - TO HEAR COMPLAINT AND TO CONSIDER  
DISCIPLINE/DISMISSAL/RELEASE  
Closed session meeting pursuant to Government Code section 54957(b)(1).

**OPEN SESSION**

7. Items for Action / Old Business
  - a) Future Office and Shop progress (follow up in December)
  - b) Security - Ranger Agreement (pending)

- c) Selection of new Trustee (pending)
  - d) JD Humann change order (under review)
8. Items for Action / New Business
- a) Open requisition for Part-Time Cemetery Service Worker
  - b) Bid and approval request for Kubota
  - c) Request to move vaults in new section
  - d) Calendar review:
    - a. CAPC Education Event Oct 6<sup>th</sup>-7<sup>th</sup>
9. Services Report - Recap of August Burial Information – District Manager Brendan Hannegan
- 41 Services: 22 Casket, 19 Cremation
  - 7 Casket At need, 23 Casket Pre-need,
  - 2 Cremation At Need, 4 At Pre-need, 13 with existing
  - 1 Niche, 1 At Need, 0 Pre-need
10. Financial Report / Carrie Troup, CPA
- a) Report readout
11. Trustee Reports
- b) Chairperson Diaz
  - c) Trustee Evans
  - d) Trustee Tunnell
  - e) Trustee Engel
12. Adjournment to cemetery walk through

**Next Meeting**

Monday October 9th, 2023

Consistent with the American with Disabilities Act and California Government Code §54954.2 requests for disability related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires the modification or accommodation in order to participate at the referenced public meeting by contacting the District General Manager at (805) 925-4595.

Any public records which are distributed less than 72 hours prior to this meeting to all, or a majority of all, of the District's Board members in connection with any agenda item (other than closed sessions) will be available for public inspection at the time of such distribution at the district's office located at 1501 South College Drive Santa Maria CA.