

Santa Maria Cemetery District Board Minutes

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

Meeting Date: January 13th, 2025

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 (via teleconference), Mark Evans; Trustee, John Tunnell; Trustee, Carmen Garcia

ABSENT: None

OTHERS PRESENT: Brendan Hannegan, District Manager; Carrie Troup, CPA; Brandon Heavener of Bethel Engineering.

The Board reviewed and approved the minutes of the December 16^h, 2024, Board Meeting. Motion by Evans, second by Garcia. Ayes: Evans, Diaz, Engel, Tunnell, Garcia. Motion carried.

PUBLIC COMMENT: None

ITEMS FOR ACTION / NEW or OLD BUSINESS

- a) Brandon Heavener of Bethel Engineering reported on the status of the new office. The office is expected to be ready at the end of May 2025. He discussed solar options, grading and drainage. He confirmed the city will install the traffic signal.
- b) District Manager Hannegan reported on the Office/Expansion strategic plan. He discussed purchasing programs for cemeteries. District Manager Hannegan reported on adding solar with a backup battery. The Board discussed the possible addition of oak trees.
- c) The Board reviewed the CAPC Conference Registration, Seaside/ Monterey, March 13th – 15th. Trustees Garcia and Evans will be attending.
- d) The annual financial audit is scheduled for January 21st & 22nd.
- e) District Manager Hannegan presented the Protac Security recap for December.

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

40 Services: 25 Casket, 13 Cremation, 2 Infant
12 Casket At need, 1 Casket Pre-need,
4 Cremation At Need, 0 Pre-Need, 0 Niche At need.

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

The Board reviewed and discussed the financial report.

TRUSTEE REPORTS:

- a) Chairman Garcia- None
- b) Trustee Evans- Thanked Brendan for cleaning the cemetery wall.
- c) Trustee Tunnell- None
- d) Vice Chairman Diaz- Inquired about dead trees on the cemetery grounds.
- e) Chairman Engel Inquired about establishing instructions on the water pump operations. Discussed a master tree plan.

The next regular Board meeting is scheduled for Monday, March 10th, 2025.

Items for March Board Meeting: Master tree plan

ADJOURNMENT: The office meeting was adjourned at 10:30 AM. The Board will tour the new office.