

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 1/15/2024

CALL TO ORDER: The regular meeting was called to order by the Chairman at 9:01 A.M.

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

OTHERS PRESENT: Brendan Hannegan, District Manager; Carrie Troup, CPA; Craig Geyer, Special District LAFCO Representative (Incumbent); Branden Heavener; Tom Martinez.

The Board reviewed and approved the minutes of the December 11, 2023, Board Meeting. Motion by Tunnell, second by Evans. Ayes: Diaz, Evans, Tunnell, Engel. Absent for vote, Garcia. Motion carried.

PUBLIC COMMENT: Craig Geyer, Special District LAFCO Representative introduced himself to the Board and reported the upcoming LAFCO election. The Board discussed and approved to vote for Mr. Craig Geyer as the Special District Member to sit on the LAFCO Board. Motion by Evans, second by Engel. Ayes: Diaz, Evans, Tunnell, Engel, Garcia. Motion carried.

ITEMS FOR ACTION/OLD BUSINESS

- a) Branden Heavener and Tom Martinez reported on the status and timing of the future office and shop projects. The engineers are expected to begin in May 2024. They are working on obtaining bids and corresponding bid documents. The Board approved to proceed as described with the bid package. Motion by Evans, second by Garcia. Ayes: Diaz, Evans, Tunnell, Engel, Garcia. Motion carried.
Branden Heavener remains the District Engineer and the official Project Manager for the projects including construction and drawing specs. Motion by Garcia, second by Tunnell. Ayes: Diaz, Evans, Tunnell, Engel, Garcia. Motion carried.
- b) District Manager Hannegan reported on the City Ranger agreement, which is pending.
- c) District Manager Hannegan discussed the upcoming CAPC conference to be held in San Diego, March 14th - 17th. Registration is due by 2/16/24.

ITEMS FOR ACTION/NEW BUSINESS:

- a) District Manager Hannegan gave a recap of the December events. He reported on the successful Wreaths Across America program. He reported on the staff merit dinner which was much appreciated and well attended.
- b) District Manager Hannegan discussed the status of the new legal counsel.
- c) The 2022-2023 annual Audit report was reviewed and discussed. Manager Hannegan will invite the auditor to an upcoming meeting to review the clean opinion audit.
- d) The Board discussed the election of officers and term extensions.

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

36 Services: 26 Casket, 9 Cremation, 1 Infant
16 Casket At need, 9 Casket Pre-need,
2 Cremation at Need, 0 At Pre-Need,
0 Niche

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

Carrie Troup presented the report read out. The board approved to transfer funds to from Community Bank of Santa Maria to Stifel as follows; \$1,000,000 from operations checking and \$250,000 from endowment. Motion by Evans, second by Garcia. Ayes: Diaz, Evans, Tunnell, Engel, Garcia. Motion carried.

The Board recessed to closed session 11:12AM
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
(3 cases)

The Board adjourned the closed session and reconvened to open session,11:18AM.
Report from closed session: No Action Taken

TRUSTEE REPORTS:

- a) Chairman Diaz- None
- b) Trustee Evans- Discussed reclaiming lots.
- c) Trustee Tunnell- None
- d) Trustee Engel – Discussed marketing messages for the cemetery.
- e) Trustee Garcia- None.

The next regular Board meeting is scheduled for February 12th, 2024.

ADJOURNMENT: The meeting was adjourned at 11:29 A.M. Motion by Tunnell, second by Garcia. Ayes: Diaz, Evans, Tunnell, Engel, Garcia. Motion carried.