

Santa Maria Cemetery District

Board Minutes

Location of Meeting:

511 E. Lakeside Parkway, Santa Maria, CA 93454

Meeting Date 2/13/23

CALL TO ORDER: The regular meeting was called to order by the Chairman at 9:04 A.M.

Chairman, Lee Diaz; Trustee, Bob Engel; Trustee, Mark Evans; Trustee Absent, John Tunnell

OTHERS PRESENT: Brendan Hannegan, District Manager; Carrie Troup, C.P.A.; Karen O'Neil, Kirk & Simas.

The Board reviewed and approved the minutes of the January 9th, 2023, Board Meeting with the following change: 'recap of October burial info' to 'recap of December burial info'. Motion by Evans, second by Engel. Ayes: Diaz, Engel, Evans. Absent for vote, Tunnell. Motion carried.

PUBLIC COMMENT: None

The Board recessed to closed session 9:06 A.M.

CONFERENCE WITH LEGAL COUNCIL-ANTICIPATED LITIGATION

Initiation of litigation pursuant to subdivision (c) of Section 54956.9

(3 cases)

Reconvene to open session 9:58 A.M.

Report from Closed Session

No Action Taken

ITEMS FOR ACTION/OLD BUSINESS:

- a) The Board discussed the phase II expansion / new office project.
- b) Karen O'Neil of Kirk & Simas reported on the recent District Manager consultant training.
- c) District Manager Hannagan reported on the security ranger agreement. The Board will review again during the next regular board meeting.
- d) The Board discussed the upcoming CAPC conference March 23-25. Registration is due by 02-24-23.
- e) The Board approved the following individuals as signers on the District bank accounts (all other individuals will be removed): Chairman Diaz, Trustee Evans, Trustee Engel, Trustee Tunnell, District Manager Brendan Hannegan, Accountant, Troup. Motion by Evans, second by Engel. Ayes: Diaz, Evans, Engel. Absent for vote, Tunnell. Motion carried.

ITEMS FOR ACTION/NEW BUSINESS:

- a) The Board discussed the Notice to Commence Negotiations regarding the MOU between the Santa Maria Cemetery District and SEIU Local 620. The negotiation committee will be Diaz and Engel. Motion by Evans, second by Engel. Ayes: Diaz, Evans, Engel. Absent for

vote, Tunnell. Motion carried.

- b) District Manager Hannegan discussed the current open office administrator position.
- c) District Manager Hannegan reported on the quarterly clean up week of 2/6 – 2/10/2023.
- d) The Board approved District Manager monthly cell phone reimbursement of \$100 and mileage reimbursement at .75 per mile, not to exceed \$250. Motion by Engel, second by Evans. Ayes: Diaz, Evans. Absent for vote, Tunnell. Motion carried.
- e) The Board approved to sell two non-operational trucks. Motion by Engel, second by Evans. Ayes: Diaz, Evans. Absent for vote, Tunnell. Motion carried.
- f) District Manager discussed the need for security cameras on District property. He will obtain proposals and will report back during the next regular Board meeting.

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

Brendan Hannegan Services Report:

- a) Recap of the January burial information. Services: 34; 24 Casket, 10 Cremation.

TRUSTEE REPORTS:

- a) Chairman Diaz- None
- b) Trustee Evans- Looking forward to the upcoming projects.
- c) Trustee Tunnell- Absent
- d) Trustee Engel – Discussed the need to request current insurance loss runs on a quarterly basis.

The next regular Board meeting is scheduled for March 13th, 2023.

The meeting was adjourned at 12:00 PM. Motion by Engel, second by Evans. Ayes: Diaz, Evans, Engel. Absent for vote, Tunnell. Motion carried.