

Santa Maria Cemetery District
Board Minutes
Location of Meeting:
1501 S. College Dr.
Santa Maria, Ca 93454

Meeting Date: March 10th, 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(via teleconference); Trustee Mark Evans; Trustee, Carmen Garcia

ABSENT: Trustee John Tunnell

OTHERS PRESENT: Brendan Hannegan, District Manager; Carrie Troup, CPA; Brandon Heavener of Bethel Engineering; Alex Hom, Moss, Levy & Hartzheim.

The Board reviewed and approved the minutes of the January 13th, 2025, Board Meeting, with the addition of " the February 10th board meeting was cancelled". Motion by Evans, second by Garcia. Ayes: Evans, Diaz, Engel, Garcia. Absent for vote, Tunnell. Motion carried.

There was no public comment.

ITEMS FOR ACTION / NEW or OLD BUSINESS

- a) Brandon Heavener of Bethel Engineering reported on the status of the future office construction progress. The office is expected to be ready at the end of May 2025. He reported that there will be a flooring change order. He also reported the theft of the steel on the back flow which will be replaced and secured with a locking cage. The Board discussed the furniture for the new office and directed District Manager Hannegan to proceed with purchasing furniture for the new office prior to the expected tariffs.
- b) Alex Horn reported on the "clean opinion" 2024 audit. The Board reviewed, discussed and accepted the year end June 30, 2024 Independent Audit as presented. Motion by Evans, second by Garcia. Ayes: Evans, Diaz, Engel, Garcia. Absent for vote, Tunnell. Motion carried.
- c) District Manager Hannegan presented Protac Security recap.
- d) The Board reviewed and approved the Monument Policy with the addition of workman's compensation, sizing updates, dedicated areas. Motion by Garcia, second by Evans. Ayes: Evans, Diaz, Engel, Garcia. Absent for vote, Tunnell. Motion carried.
- e) District Manager Hannegan reported on the bank signature process for Trustees for the replacement checking account as per the bank request.
- f) The Board election of officers and any extension of terms will be discussed again at the next regular meeting.
- g) Annual and Bi-Annual training review was discussed by the Board.
- h) The CAPC Conference will be held in Seaside/Monterey, March 13th – 15th.
- i) District Manager Hannegan will be attending PCA Training in Visalia on April 9, 2025.
- j) District Manager Hannegan presented the project recap.

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

January:

35 Services: 24 Casket, 10 Cremation, 1 Infant

20 Casket At need, 11 Casket Pre-need,
0 Cremation At Need, 0 Pre-Need, 2 Niche

February:

34 Services: 21 Casket, 13 Cremation, 0 Infant
26 Casket At need, 13 Casket Pre-need
0 Cremation At Need, 3 Pre-Need, 0 Niche

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

The Board reviewed and accepted the financial report. Motion by Engel, second by Evans. Ayes: Evans, Diaz, Engel, Garcia. Absent for vote, Tunnell. Motion carried.

TRUSTEE REPORTS:

- a) Trustee Garcia- None
- b) Trustee Evans- Looking forward to the CAPC Conference. Recommended board approval to approve all prior motions retroactively, on an annual basis.
- c) Trustee Tunnell- Absent
- d) Vice Chairman Diaz- Discussed direct deposit.
- e) Chairman Engel - None

The next regular Board meeting is scheduled for Monday April 14th, 2025.

ADJOURNMENT: The meeting was adjourned at 11:30 AM. Motion by Evans, second by Garcia. Ayes: Evans, Diaz, Engel, Garcia. Absent for vote, Tunnell. Motion carried.