

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 4/8/2024

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, Mark Evans; Trustee, John Tunnell; Secretary, Carmen Garcia.

OTHERS PRESENT: Brendan Hannegan, District Manager; Carrie Troup, CPA

The Board reviewed and approved the minutes of the March 12<sup>th</sup>, 2024, Board Meeting. Motion by Tunnell, second by Evans. Ayes: Diaz, Evans, Tunnell, Engel, Garcia. Motion carried.

PUBLIC COMMENT: There was no public comment.

The Board recessed to closed session at 9:01 AM.  
Legal Counsel Items and Following Agenda Items:

CONFERENCE WITH LEGAL COUNSEL (review)-ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: (2 cases)

The Board adjourned the closed session and reconvened to open session at 9:10AM.  
Report from closed session: No Action Taken

ITEMS FOR ACTION/OLD BUSINESS

- a) District Manager Hannegan discussed the future office and shop progress. The bid opening is scheduled for Friday, April 26<sup>th</sup>.
- b) District Manager Hannegan discussed security and the pending Ranger Agreement and is looking into other options. The discussed the District's specific detailed needs and continues to access all options.

ITEMS FOR ACTION/NEW BUSINESS:

- a) Trustee Garcia and Trustee Evans reported on the California Association of Public Cemeteries that they attended in San Diego on March 14<sup>th</sup> – 17<sup>th</sup>. The topics included policy review, document retention, workplace safety- safety locks and alarms. District Manager Hannegan will be updating the safety policy including CPR Training and AED training.
- b) The Board discussed and approved to purchase a replacement chapel tent (one kit

and one extra cover. Additionally, staff will investigate repair of the other chapels. Motion by Diaz, second by Evans. Ayes: Diaz, Evans, Tunnell, Engel, Garcia. Motion carried.

- c) District Manager Hannegan discussed tree replacement and recommended trees. The Board approved an initial \$5,000 tree budget. Motion by Tunnell, second by Diaz. Ayes: Diaz, Evans, Tunnell, Engel, Garcia. Motion carried.

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

45 Services: 31 Casket, 14 Cremation, 2 Infant  
19 Casket At need, 17 Casket Pre-need,  
1 Cremation at Need, 1 Pre-Need,  
1 Niche At-Need

FINANCIAL REPORT: Carrie Troup, C.P.A. gave the financial report.

TRUSTEE REPORTS:

- a) Chairman Engel- Discussed the owl house on the District grounds; workplace safety; Discussed burial projections..
- b) Vice Chairman Diaz- None
- c) Trustee Evans- None
- d) Trustee Tunnell- None
- e) Trustee Garcia- Discussed the need for updated office safety procedures. Discussed tree choices such as, crepe myrtle trees.

ITEMS FOR NEXT MEETING'S AGENDA

- a) Discuss attorney options.

The next regular Board meeting is scheduled for May 13th, 2024.

ADJOURNMENT: The meeting was adjourned at 11:04 A.M. Motion by Tunnell, second by Evans. Ayes: Diaz, Evans, Tunnell, Engel, Garcia. Motion carried.