

Santa Maria Cemetery District
Board Minutes

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

Meeting Date: August 13, 2024

CALL TO ORDER: The regular meeting was called to order by Vice Chairman Diaz 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; Brandon Heavener of Bethel Engineering and Tom Martinez of Martinez & Associates

The Board reviewed and approved the minutes of the July 9th, 2024. Board Meeting. Motion by Garcia, second by Evans. Ayes: Evans, Tunnell, Diaz and Garcia. Absent for vote, Engel. Motion carried.

PUBLIC COMMENT: A member of the public spoke regarding dirt and shovels provided at a recent service. He discussed the broken canopy as well as a time delay on the burial. District Manger Hannegan will research and report back at the next regular board meeting.

The Board recessed to closed session at 9:16 AM.

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 9:35 AM.

Report from closed session:
The Board

- a. Considered and adopted a motion approving a form of Settlement Agreement and Release of Claims between the District and Debra Fowler;
- b. Authorized the District Manager to sign it; and
- c. A copy of the District executed agreement will be available at the District office subject to compliance with the Public Records Act.

Motion by Garcia, second by Evans. Ayes: Evans, Tunnell, Engel, Diaz, and Garcia.
Motion carried.

ITEMS FOR ACTION / NEW or OLD BUSINESS

- a) The Board discussed the future shop and office progress. Brandon Heavener of Bethel Engineering and Tom Martinez of Martinez & Associates reported that they are waiting for specifications from the interior designer to get the specs on the carpet and tile. They discussed the job site visit requirements before bidding projects. Bid openings will be two weeks after Labor Day.
- b) District Manager Hannegan reported on deed changes due to automation. The Board discussed the Cem-Sites automation process. He will bring a sample deed copy to the following Board Meeting.
- c) District Manager Hannegan presented the Protac Security recap.
- d) District Manager Hannegan reminded the Board of Bown Act “serial communication” as information only.
- e) District Manager Hannegan discussed the upcoming Dia de los Muertos celebration.
The Board discussed and reviewed parking plan options for the Dia de los Muertos celebration.
The Board will schedule a meeting with Union Representative, Rob Adam Perry

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

27 Services: 21 Casket, 6 Cremation, 0 Infant
15 Casket At need, 20 Casket Pre-need,
3 Cremation at Need, 2 Pre-Need,
0 Niche At-Need 0 Pre-Need

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

The Board reviewed and discussed the financial report.

TRUSTEE REPORTS:

- a) Chairman Engel- Discussed temporary parking plan and crossing guards for Dia de los Muertos. He also discussed the need for a designated photographer.
- b) Vice Chairman Diaz- None
- c) Trustee Evans- Discussed the cemetery tour and requested a follow up in regards trees that need to be removed and replaced.
- d) Trustee Tunnell- None
- e) Trustee Garcia- None

The next regular Board meeting is scheduled for Monday September 16th, 2024.

ADJOURNMENT: The meeting was adjourned at 11:21 AM. Motion by Tunnell, second by Garcia. Ayes: Evans, Tunnell, Diaz and Garcia, Engel. Motion carried.