

Santa Maria Cemetery District

Board Minutes

Location of Meeting:

1501 S College Dr Santa Maria CA 93454

Meeting Date 9/11/2023

CALL TO ORDER: The regular meeting was called to order by the Chairman at 9:00 A.M.

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

OTHERS PRESENT: Brendan Hannegan, District Manager; Carrie Troup, CPA, Anthony Principle of Kirk & Simas

The Board reviewed and approved the minutes of the August 22nd, 2023, Board Meeting. Motion by Evans, second by Tunnell. Ayes: Diaz, Evans, Tunnell, Engel. Motion carried.

PUBLIC COMMENT: None

The Board recessed to closed session 9:04 A.M.

CONFERENCE WITH LEGAL COUNCIL-ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9
(3 cases)

PUBLIC EMPLOYEE-TO HEAR COMPLAINT AND TO CONSIDER DISCIPLINE/DISMISS/RELEASE

Closed session meeting pursuant to Government Code section 54957 (b)(1).

The Board reconvened to open session 9:20 A.M.

Report from closed session: No action taken.

ITEMS FOR ACTION/OLD BUSINESS

- a) The Board discussed and reviewed the future office and progress.
- b) Anthony Principle of Kirk & Simas reported on the ranger agreement. The District is waiting on the city insurance.
- c) There was no update on the selection of a new trustee.
- d) District Manager Hannegan reported that the JD Humann change order is in progress.

ITEMS FOR ACTION/NEW BUSINESS:

- a) District Manager Hannegan reported that he interviewed a part time cemetery service worker.
- b) The Board discussed and approved the purchase of a new Kabota. Motion by Engel, second by Evans. Ayes: Diaz, Evans, Tunnell, Engel. Motion carried.
- c) District Manager Hannegan discussed moving the vault inventory to the new section.
- d) Calander review: upcoming CAPC education event Oct 6th – 7th.

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

41 Services: 22 Casket, 19 Cremation
7 Casket At need, 23 Casket Pre-need,
2 Cremation At Need, 4 At Pre-Need, 13 with existing.
1 Niche, 1 At Need, 0 Pre-need

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

Carrie Troup presented the report read out.

TRUSTEE REPORTS:

- a) Chairman Diaz- None
- b) Trustee Evans- Discussed adding a scatter garden.
- c) Trustee Tunnell- None
- d) Trustee Engel – Recommended the equipment list to include the hour and meter machine for maintenance purposes; Discussed plan for signage (QSR code); Discussed memorial tree program.

The next regular Board meeting is scheduled for October 17, 2023.

The meeting was adjourned at 10:14 AM for the cemetery walk through. Motion by Tunnell, second by Evans. Ayes: Diaz, Evans, Tunnell. Absent for vote, Engel. Motion carried.