

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

Meeting Date: September 16th, 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.

The Board reviewed and approved the minutes of the August 13, 2024 Board Meeting with the following change: the bid pending tentative date is October 10th. Motion by Tunnell, second by Evans. Ayes: Evans, Tunnell, Diaz and Garcia. Absent for vote, Engel. Motion carried.

PUBLIC COMMENT: None

ITEMS FOR ACTION / NEW or OLD BUSINESS

- a) The Board discussed the future shop and office progress. Brandon Heavener of Bethel Engineering reported and described an error in the bid posting process. The revised bid date is October 10th.
The contractor site visit will be Wednesday September 18th from 10:00am – 11:30am.
- b) The Board confirmed attendees for the upcoming CAPC Conference in San Luis Obispo; Friday thru Saturday, October 11th – 12th.
- c) District Manager Hannegan presented the Protac Security recap for the month of August.
- d) District Manager Hannegan reviewed plans for the dia de los Muertos celebration which will take place over the weekend.

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

47 Services: 26 Casket, 21 Cremation, 0 Infant
18 Casket At need, 19 Casket Pre-need,
3 Cremation at Need, 2 Pre-Need,
3 Niche At-Need, 0 Pre-Need

District Manager Hannegan discussed the ongoing irrigation on the grounds and reported on the status of the project.

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

The Board reviewed and discussed the financial report.

The Board approved to reduce the Community Bank checking account balance to \$250,000 by

transferring the excess funds to the Stifel General Fund. Motion by Diaz, second by Evans. Ayes: Evans, Tunnell, Diaz, Engel and Garcia. Motion carried.

TRUSTEE REPORTS:

- a) Chairman Engel- Recommended General Manager Hannegan contact the Chief of Police regarding resources for the upcoming dia de los Muertos event. He also recommended no parking on one side of the street to maintain a throughfare for safety. He also discussed the need for uniform markers for district grounds.
- b) Vice Chairman Diaz- Inquired about graffiti on the grounds.
- c) Trustee Evans- Stressed the need for a detailed plan for dia de los Muertos. Additionally, he reported the need for removal of liquid amber trees.
- d) Trustee Tunnell- None
- e) Trustee Garcia- None

The next regular Board meeting is scheduled for Monday October 14th, 2024.

ADJOURNMENT: The meeting was adjourned at 10:44 am. Motion by Tunnell, second by Garcia. Ayes: Evans, Tunnell, Diaz, Garcia, Engel. Motion carried.