

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

Meeting Date: November 12th, 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.

ABSENT: Trustee 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 October 14th, 2024, Board Meeting. Motion by Evans, second by Diaz. Ayes: Evans, Diaz, Engel. Abstain, Tunnell. Absent for vote, Garcia. Motion carried.

The Board reviewed and approved the minutes of the Special Meeting October 24th, 2024, Board Meeting. Motion by Evans, second by Diaz. Ayes: Evans, Diaz, Engel. Abstain, Tunnell. Absent for vote, Garcia. Motion carried.

PUBLIC COMMENT: None

ITEMS FOR ACTION / NEW or OLD BUSINESS

- a) Brandon Heavener of Bethel Engineering reported on the future office construction schedule. He discussed erosion control, electrical and the required city permits. The Board questioned the city fees and will inquire with other agencies regarding their experiences. They will contact Mr. Simas of Kirk and Simas Attorneys at Law. The expected move in date is June 6, 2025.
- b) District Manager Hannegan announced the upcoming CAPC Conference on March 13th – 15th in Seaside/Monterey.
- c) District Manager Hannegan reviewed the dia de los Muertos event which was successful and enjoyed by the community.
- d) The Board and District Manager Hannegan reviewed the Protac Security recap for the month of October.
- e) The Board reviewed the GSRMA Health Care summary changes. They discussed risk and entertained questions and analyzed the options. After consideration, the Board approved to sign the Memorandum of Understanding. Motion by Diaz, second by Evans. Ayes: Evans, Diaz, Engel, Tunnell. Absent for vote, Garcia. Motion carried.
- f) The Board discussed and approved up to \$2,500 for December staff appreciation.
- g) December Board Meeting schedule will include public employee performance evaluation – Pursuant to Government Code Section 54957; Public Employee District Manager

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

36 Services: 22 Casket, 14 Cremation
10 Casket At need, 17 Casket Pre-need,
1 Cremation at Need, 0 Pre-Need, 2 Niche at need

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

The Board reviewed and discussed the financial report.

District Manager Hannegan discussed occupancy rates and projected approximately 3-4 years for the next expansion.

TRUSTEE REPORTS:

- a) Chairman Engel- Recommended adding an emergency procedure sign for the water tank valve. He also recommended enhanced signs for next year's dia de los Muertos celebration.
- b) Vice Chairman Diaz- Discussed the tree replacement plan.
- c) Trustee Evans- Complimented General Manager Hannegan on his presentation at the CAPC conference last week.
- d) Trustee Tunnell- Inquired about the status of the liquid amber trees on the South lawn.
- e) Trustee Garcia- Absent

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

ADJOURNMENT: The meeting was adjourned at 11:05 am. Motion by Tunnell, second by Evans. Ayes: Evans, Tunnell, Diaz, Engel. Absent for vote, Garcia. Motion carried.