

Santa Maria Cemetery District

Board Minutes

Location of Meeting:

Santa Barbara County Public Administration Office
511 E. Lakeside Parkway Santa Maria CA 93455

Meeting Date 11/13/2023

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; Trustee, Carmen Garcia.

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

The Board reviewed and approved the minutes of the October 17th, 2023, Board Meeting. Motion by Tunnell, second by Evans. Ayes: Diaz, Evans, Tunnell, Engel, Garcia. Motion carried.

PUBLIC COMMENT: None

The Board recessed to closed session 9:05 A.M.

CONFERENCE WITH LEGAL COUNCIL-ANTICIPATED LITIGATION

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

PUBLIC EMPLOYEE PERFORMANCE EVALUATION- Pursuant to Code section 54957, Public Employee
District Manager

The Board adjourned closed session and reconvened to open session at 9:23 A.M.

Report from closed session: The Board approved a salary of \$100,000 for the District Manager, effective December 1, 2023. They requested further goals for the upcoming year.

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

ITEMS FOR ACTION/OLD BUSINESS

- a) District Manager Compensation review; designated representatives, Bob Engel and Mark Evans; unrepresented employee District manager Hannegan.
- b) District Manager Hannegan reported on the future office and shop progress. He will follow up on the progress in December.
- c) District Manager Hannegan reported on the ranger agreement which is still pending. He is waiting on the minimum number of hours.

ITEMS FOR ACTION/NEW BUSINESS:

- a) District Manager Hannegan gave an update and feedback on:
 - a. Dia de los Muertos which was well run in some portions of the cemetery. The District continues to work on maintaining a safe and orderly celebration.
 - b. The quarterly clean up on November 6 was successful.

- b) District Manager Hannegan discussed Board training requirements and 700 Forms.
- c) District Manager Hannegan reported on the Brown Act and trustee fees.
- d) District Manager Hannegan discussed staff recognition.
- e) District Manager Hannegan announced the upcoming CAPC conference held in San Diego, March 14th – 17th.

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

40 Services: 28 Casket, 12 Cremation
11 Casket At need, 20 Casket Pre-need,
3 Cremation At Need, 4 At Pre-Need,
1 Niche, 1 At Need, 0 Pre-need
40 Headstones installations last month

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

Carrie Troup presented the report read out.

TRUSTEE REPORTS:

- a) Chairman Diaz- None
- b) Trustee Evans- None
- c) Trustee Tunnell- None
- d) Trustee Engel – Discussed an outline for next year’s Dia de los Muertos celebration. Requested the current document for the Ranger Agreement to include monthly on-call options. Discussed using crowd control services as needed.
- e) Trustee Garcia- Discussed naming opportunities for areas of The District.

The next regular Board meeting is scheduled for December 11th, 2023.

The meeting was adjourned at 11:25 AM. Board Meeting. Motion by Tunnell, second by Evans. Ayes: Diaz, Evans, Tunnell, Engel, Garcia. Motion carried.