

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 12/11/2023

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; 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 November 13th, 2023, Board Meeting. Motion by Garcia, second by Tunnell. Ayes: Diaz, Evans, Tunnell, Engel, Garcia. Motion carried.

PUBLIC COMMENT: None

The Board recessed to closed session 9:02 A.M.

CONFERENCE WITH LEGAL COUNCIL-ANTICIPATED LITIGATION

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

The Board adjourned closed session and reconvened to open session at 9:30 A.M.

Report from closed session: No Action Taken

ITEMS FOR ACTION/OLD BUSINESS

- a) District Manager Hannegan discussed the future office and shop progress. He reached out to Tom Martinez with the bid timeline. The Board discussed the public RFP.
- b) District Manager Hannegan reported on the City Ranger agreement which is still pending with the City of Santa Maria. He will contact GSRM regarding coverage for the services.
- c) The Board discussed the upcoming CAPC conference to be held in San Diego, March 14th – 17th. Registration is due by 2/16/24.

ITEMS FOR ACTION/NEW BUSINESS:

- a) District Manager Hannegan reported that the annual financial audit will begin 12/12/23.
- b) The District will be participating in Wreaths Across America on Saturday Dec 16th, 12:00PM
- c) The Board discussed the Brown Act and Trustee fees. All Board members will receive \$100 per the first regular meeting. Any further beyond meetings must require a sign-in sheet in order to receive the stipend, not to exceed 4 total meetings per month. All committee meetings must have at least 2 board members present. Motion by Engel, second by Evans. Ayes: Diaz, Evans, Tunnell, Engel, Garcia. Motion carried.

- d) The staff appreciation dinner will be held on Wednesday, December 13th.

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

- 47 Services: 29 Casket, 17 Cremation
- 11 Casket At need, 8 Casket Pre-need,
- 2 Cremation At Need, 1 At Pre-Need,
- 6 Niche, 5 At Need, 1 Pre-need

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

Carrie Troup presented the report read out.

TRUSTEE REPORTS: The Board discussed a bench program.

- a) Chairman Diaz- None
- b) Trustee Evans- Reported the need for trees.
- c) Trustee Tunnell- None
- d) Trustee Engel – Discussed update of overall signage and the needed addition of trees. Complimented that the cemetery is running smoothly.
- e) Trustee Garcia- Discussed a tree memorial plan. The Board discussed the bench program.

The next regular Board meeting is scheduled for January 15th, 2024.

The meeting was adjourned at 10:52 AM. Board Meeting. Motion by Evans, second by Tunnell. Ayes: Diaz, Evans, Tunnell, Engel, Garcia. Motion carried.