

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

Meeting Date: December 16th, 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, Trustee, Carmen Garcia

ABSENT: None

OTHERS PRESENT: Brendan Hannegan, District Manager; Carrie Troup, CPA; Brandon Heavener of Bethel Engineering, Sandra Wheeler with Stifel Investments.

The Board reviewed and approved the minutes of the November 12th, 2024, Board Meeting. Motion by Diaz, second by Evans. Ayes: Evans, Diaz, Engel, Tunnell, Garcia. Motion carried.

PUBLIC COMMENT: None

ITEMS FOR ACTION / NEW or OLD BUSINESS

- a) Brandon Heavener of Bethel Engineering reported on the status of the traffic signal at Meehan Street. He also reported on the status of the office project; the footings and pouring are in progress and the plans should be approved before January 1, 2025. He is currently working with the City of Santa Maria regarding the inspection.
- b) Sandra Wheeler of Stifel reported on the status of the District's investments.
- c) District Manager Hannegan reminded the Board of the upcoming CAPC Conference, in Seaside/Monterey in March.
- d) District Manager Hannegan presented the Protac Security recap for the month of November. The Board discussed the protocols and policy for urgent notifications.
- e) The Board reviewed and approved the new burial rights automation document and template. Motion by Tunnell, second by Evans. Ayes: Evans, Diaz, Engel, Tunnell, Garcia. Motion carried.
- f) District Manager Hannegan recapped the Pine Grove clean up, Angel of Hope and Wreaths Across America program.

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

25 Services: 15 Casket, 8 Cremation, 2 Infant
13 Casket At need, 14 Casket Pre-need,
0 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.

The Board adjourned to Closed Session at 11:05 AM.

PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Pursuant to Government Code Section 54957, Public Employee: District Manager

The Board reconvened to open session at 11:36 AM.

The Board adjourned closed session and reconvened to open session at 12:02 P.M. Report from closed session: The Board approved a salary of \$135,000 for the District Manager, effective December 16, 2024. Motion by Evans, second by Diaz. Ayes: Tunnell, Engel, Garcia, Evans, Diaz. Motion carried.

TRUSTEE REPORTS:

- a) Chairman Engel- Discussed the need for family plot options. He also inquired about the District's cash handling process.
- b) Vice Chairman Diaz- Discussed the property tax disbursements.
- c) Trustee Evans- Inquired about the builders' risk policy on the above grade project. He also discussed options for old office.
- d) Trustee Tunnell- Requested certified payroll copies from RDZ Construction.
- e) Trustee Garcia- Discussed contacting Eagle Scouts.

The next regular Board meeting is scheduled for Monday January 13th, 2025.

Items for January Board Meeting; Tree plan

ADJOURNMENT: The meeting was adjourned at 12:10 PM.