

**SANTA MARIA CEMETERY DISTRICT**  
**AGENDA**  
**BOARD OF TRUSTEES MEETING**

District Board Office  
1501 South College Drive,  
Santa Maria, CA 93454

**November 21, 2022 @ 9:00a.m.**

BOARD MEMBERS

Lee Diaz, Chairperson  
Cole Lucas, Co-Chair

Bob Engel, Trustee  
Mark Evans, Trustee

John Tunnell, Trustee

ALL ITEMS APPEARING ON THE AGENDA ARE SUBJECT TO BOARD ACTION

1. Call to Order
2. Roll Call of the Board
3. Meeting Minutes  
Review and Recommend Approval of Minutes of meetings from October 10, 2022.
4. Public Comment  
Any member of the public may address the Board on any item of interest within the Board's jurisdiction. Such public comments are limited to 3 minutes per person. The Board will listen to all communications; however, in compliance with the Brown Act, the Board Cannot act on items not on the agenda. Public comments regarding agenda items should be given at the time the item is addressed.
5. Items for Action / Old Business
  - a) Phase II Expansion Project update – Brandon Heavener (Bethel Engineering)
  - b) New Office Update – Tom Martinez
6. Items for Action / New Business
  - a. New Equipment Bids – Jaime Coronado (pending)
  - b. District Manager Training Proposal
7. Financial Report / Carrie Troup, CPA

8. Services Report by Brendan Hannegan
  - a. Recap of September Burial Information.  
46 Services 28 Casket, 17 Cremation, 1 baby  
(Cremation: 11 with someone, 6 preowned)  
42 Graves sold  
20 Casket At need  
17 Casket Pre-need  
1 Niche  
Cremation 4 preneed
  - b. Expansion Map / Grid project
  - c. November recap (Day of the Dead, Veterans Day, Quarterly Clean up)
  - d. Landscape improvement by office
  - e. Office printer replacement (Office1) and office items
  - f. Staff (Merit Meeting)
  - g. Bank Signatures – request to remove previous MGR and add Debra Fowler / Brendan Hannegan
  
9. Trustee Reports
  - a. Chairperson Diaz
  - b. Co-Chair Lucas
  - c. Trustee Evans
  - d. Trustee Tunnell
  - e. Trustee Engel
  
10. Adjournment

**Next Meeting**

December 12, 2022

Consistent with the American with Disabilities Act and California Government Code §54954.2 requests for disability related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires the modification or accommodation in order to participate at the referenced public meeting by contacting the District General Manager at (805) 925-4595.

Any public records which are distributed less than 72 hours prior to this meeting to all, or a majority of all, of the District's Board members in connection with any agenda item (other than closed sessions) will be available for public inspection at the time of such distribution at the District's office located at 1501 South College Drive Santa Maria CA.