

Santa Maria Cemetery District

Board Minutes

Location of Meeting:

Location of Meeting: 1501 S College Dr, Santa Maria, CA 93454

Meeting Date 01/09/23

CALL TO ORDER: The regular meeting was called to order by the Chairman at 9:03 A.M.

Chairman, Lee Diaz; Trustee, Bob Engel; Trustee, John Tunnell: Trustee, Mark Evans.

OTHERS PRESENT: Brendan Hannegan, District Manager; Carrie Troup, C.P.A.; Karen O'Neil of Kirk & Simas

The Board reviewed and approved the minutes of the December 12, 2022, Board Meeting. Motion by Evans, second by Tunnell. Ayes: Diaz, Tunnell, Evans, Engel. Motion carried.

PUBLIC COMMENT: None

ITEMS FOR ACTION/OLD BUSINESS:

- a) **The Board and General Manager Hannegan discussed the phase II expansion project.**
- b) **General Manager Hannegan reported on the ongoing training.**
- c) **Karen O'Neil reported on District security and the corresponding Ranger agreement, including possible signage.**

ITEMS FOR ACTION/NEW BUSINESS:

- a) **General Manager Hannegan and the Board discussed the operations position which will have a salary range of \$65,000 to \$75,000. Motion by Engel, second by Evans. Ayes: Diaz, Tunnell, Evans, Engel. Motion carried. The Board discussed outside labor options.**
- b) **The Board discussed the upcoming CAPC conference March 23rd-25th.**
- c) **Board elections for 2023: Evans nominated Diaz as Chairman, Tunnell nominated Engel as Vice-Chairman, Engel nominated Evans as Treasure and Evans nominated Tunnell as secretary. Motion by Evans, second by Engel. Ayes: Diaz, Tunnell, Evans, Engel. Motion carried.**

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

Brendan Hannegan Services Report:

- a) **Recap of the October burial information. Services: 34; 27 Casket, 7 Cremation. (Cremation 3: occupied, 2 preowned, 2 at need)**
- b) **District Manager Hannegan reported the expansion map/grid project is in process.**

TRUSTEE REPORTS:

- a) **Chairman Diaz- Inquired about staff job descriptions**
- b) **Trustee Evans- Inquired about loss run reports**
- c) **Trustee Tunnell – Discussed pricing of lots and the need for a labor committee**
- d) **Trustee Engel –Discussed the plot mapping and corresponding lot sizing**

The next regular Board meeting is scheduled for Monday, February 13, 2023

The meeting was adjourned at 11:34 PM. Motion by Evans, second by Tunnell. Ayes: Engel, Diaz, Tunnell, Evans. Motion carried.