

# **Santa Maria Cemetery District**

## **Board Minutes**

**Location of Meeting:**

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

**Meeting Date 11/21/22**

**CALL TO ORDER:** The regular meeting was called to order by the Chairman at 9:02 A.M.

**Chairman, Lee Diaz; Trustee, Cole Lucas; 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 October 10, 2022, Board Meeting. Motion by Tunnell, second by Lucas. Ayes: Lucas, Diaz, Tunnell, Evans. Absent for vote, Engel. Motion carried.**

**PUBLIC COMMENT:** None

### **ITEMS FOR ACTION/OLD BUSINESS:**

- a) **The Board discussed the phase II expansion project. Brandon Heavener (Bethel Engineering) reported on the status of the office and maintenance building plan regarding the need for a lot line adjustment. The Board approved the change, not to exceed \$5,000.00. Motion by Engel, second by Evans. Ayes: Lucas, Diaz, Tunnell, Engel, Evans. Motion carried.**
- b) **Tom Martinez reported on the schedule of the plans for the new office. He discussed and reported on the uses of the maintenance building.**

### **ITEMS FOR ACTION/NEW BUSINESS:**

- a) **The Board reported on the upcoming new equipment needs for the District. Jaime Coronado is in the process of obtaining bids. Trustee Engel inquired with Karen O'Neil regarding bid requirements. She noted that no one should have an economic interest in the equipment. They discussed mowers, a backhoe, and pump truck equipment.**
- b) **The Board discussed District Manager training proposal from two retired managers. The Board approved training up to and not to exceed \$7,500. Motion by Evans, second by Lucas. Ayes: Lucas, 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: 46; 28 Casket, 17 Cremation. 42 Graves sold: 20 Casket at need. 17 Casket pre-need. 1 Niche. 4 Cremation pre-need.**
- b) **District Manager Hannegan reported the expansion map/grid project is in the process of gridding.**
- c) **District Manager Hannegan reported on the Day of the Dead festivities, Veterans Day**

- celebration and the quarterly clean up.
- d) District Manager Hannegan reported on landscape improvements by office.
  - e) District Manager Hannegan reported on the need for office printer replacement and other office needs.
  - f) The Board discussed and approved of the staff merit dinner. Motion by Evans, second by Engel. Ayes: Engel, Diaz, Tunnell, Evans, Lucas. Motion carried.
  - g) The Board approved bank signature cards and approved adding District manager, Brendan Hannegan and removing Ron Jacobs. Motion by Tunnell, second by Evans. Ayes: Engel, Diaz, Tunnell, Evans. Absent for vote- Lucas. Motion carried.

**TRUSTEE REPORTS:**

- a) Chairman Diaz- Inquired about landscape contractors.
- b) Co-Chair Lucas- None
- c) Trustee Evans- Inquired about the district Facebook page.
- d) Trustee Tunnell – Discussed expansion of landscape contractors.
- e) Trustee Engel –Questioned if there were any concerns from the public.

**The next regular Board meeting is scheduled for Monday December 12, 2022**

**The meeting was adjourned at 12:12PM. Motion by Evans, second by Tunnell. Ayes: Engel, Diaz, Tunnell, Evans. Absent for vote, Lucas. Motion carried.**