

Santa Maria Cemetery District

Board Minutes

Location of Meeting:

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

Meeting Date 12/12/22

CALL TO ORDER: The regular meeting was called to order by the Chairman at 9:00 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 November 21st, 2022, Board Meeting. Motion by Evans, second by Tunnell. Ayes: Diaz, Tunnell, Evans, Absent for vote; Engel. Motion carried.

PUBLIC COMMENT: None

ITEMS FOR ACTION/OLD BUSINESS:

- a) The Board and District Manager Hannegan discussed the phase II expansion / new office project.
- b) District Manager Hannegan and Karen O'Neil of Kirk & Simas discussed District Manager training proposal which will be for one week.
- c) District Manager Hannegan reported that new equipment bids are still in progress.
- d) The Board discussed the ranger security agreement including the need for consistent hours and activity levels.
- e) District Manager Hannegan discussed employee appreciation options.

ITEMS FOR ACTION/NEW BUSINESS:

- a) Karen O'Neil discussed human resources training options.
- b) District Manager Hannegan discussed upcoming visit from Ryan Brannon, Risk Control-GSRMA regarding safety training procedures.
- c) District Manager Hannegan discussed union follow up with a staff member.
- d) Announcement of the upcoming CAPC conference March 23rd – 25th Monterey (registration due by 2-2-23).

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

Brendan Hannegan Services Report:

- a) Recap of the November burial information. Services: 36; 23 Casket, 13 Cremation.
17 Graves sold: 10 Casket at need. 7 Casket pre-need. 0 Niche. 0 Cremation pre-need

TRUSTEE REPORTS:

- a) Chairman Diaz- Wished everyone a Merry Christmas and Happy New Year
- b) Trustee Evans- Discussed the opening on the board

- c) **Trustee Tunnell- Handout for review during future meeting regarding maintenance & grounds maintenance**
- d) **Trustee Engel – None**

The next regular Board meeting is scheduled for January 9th, 2023

The meeting was adjourned at 11:07 AM. Motion by Tunnell, second by Evans. Ayes: Diaz, Tunnell, Evans, Engel. Motion carried.