

# **SANTA MARIA CEMETERY DISTRICT**

## **AGENDA**

### **BOARD OF TRUSTEES MEETING**

This meeting will take place at Santa Maria Cemetery (new office)  
1651 S. College Dr. Santa Maria, CA 93454

**December 8th, 2025 @ 9:00 a.m.**

#### **BOARD MEMBERS**

Bob Engel, Chairperson  
Mark Evans, Trustee

Lee Diaz, Vice-Chair  
Carmen Garcia, 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 November 10<sup>th</sup>, 2025

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.

#### **OPEN SESSION**

5. Items for Action / Old & New Business

- a) Construction planning and future maintenance shop
  - a. Brandon Heavener, Bethel Engineering, Randal Araki, Martinez & Associates
  - b. Diana Alcalá, Kirk & Simas. Discuss permitting options
- b) Security Patrol Recap
- c) Calendar Updates
  - a. Audit completed 12/13/25 – no outstanding items & pending final report
  - b. Anti-Harassment Training SB 1343, 12/10/25, Virtual 9am-11am
  - c. Wreaths Across America – Saturday December 13<sup>th</sup>, 12pm
  - d. Retirement notice, SEIU Local 620 representative January 4<sup>th</sup>, 2026
  - e. Stifel Account review – January 12<sup>th</sup>, 2026, Board Meeting
  - f. CAPC Annual Conference - Anaheim March 19<sup>th</sup> – 21<sup>st</sup>, 2026

Continued from #5:

- d) Project List – 2026 priority
- e) November Services Report – District Manager Brendan Hannegan
  - 30 Services: 21 Casket, 9 Cremation
  - 8 Casket At need, 15 Casket Pre-need
  - 2 Cremation At Need, 2 Pre-need

- 6. Financial Report / Carrie Troup, CPA
  - a) Report readout

- 7. Trustee Reports
  - a) Trustee Garcia
  - b) Trustee Evans
  - c) Trustee Tunnell
  - d) Vice-Chair Diaz
  - e) Chairperson Engel

**CLOSED SESSION**

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

**RECONVENE TO OPEN SESSION**

- a) District Manager Compensation review –Unrepresented Employee: District Manager

- 9. Adjournment

**Next Meeting**

Monday January 12th, 2026

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.