

Santa Maria Cemetery District
Board Minutes
Location of Meeting:
1651 S. College Dr.
Santa Maria, Ca 93455

Meeting Date: March 16th, 2026

CALL TO ORDER: The regular meeting was called to order by Chairman Bob Engel at 9:00 A.M.

TRUSTEES PRESENT: Chairman, Bob Engel; Vice Chairman, Lee Diaz; Trustee, Carmen Garcia;
Trustee Mark Evans

Absent: Trustee, John Tunnell.

OTHERS PRESENT: Brendan Hannegan, District Manager; Carrie Troup, CPA.

The Board approved of minutes of the February 9th, 2026, board meeting. Motion by Evans, second by Diaz. Ayes: Diaz, Garcia, Evans. Absent for vote, Tunnel. Abstain, Engel. Motion carried.

There were no public comments.

ITEMS FOR ACTION / NEW or OLD BUSINESS

- a) District Manager Hannegan reported on construction planning and future maintenance shop. We are in the process of submitting the bid packets and are waiting on the structural engineers. Diana Alcala of Kirk & Simas is waiting on the City of Santa Maria. District Manager Hannegan will update the project timeline to reflect delays and the addition of the restroom.
- b) The security patrol recap was reviewed by the Board.
- c) Review follow up items and action items; District Manager Hannegan discussed the Investment Policy and a plan for the designation of funds. Manager Hannagan will follow up with the future project and a 10-year plan.
- d) Calendar Items:
 - a. Reminder -700 Forms are due 4/1/2026
 - b. The harassment and ethics training are available online and at the CAPC conference
 - c. CAPC Annual Conference – Anaheim March 19th – 21st, 2026
- e) Services Report – February Burial Information- District Manager Hannegan
54 Services: 27 Casket, 27 Cremation
14 Casket At need, 18 Casket Pre-need
0 Cremation at Need, 1Pre-Need

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

Carrie Troup reported on the financial status. The Board moved to receive and file the report as presented. Motion by Evans, second by Diaz. Ayes: Diaz, Garcia, Evans, Engel. Absent for vote, Tunnel. Motion carried.

TRUSTEE REPORTS:

- a) Trustee Garcia- None
- b) Trustee Evans- Inquired about the number of new trees planted this year with a goal of 24 (8 so far.) Requested an automatic quarterly endowment transfer to Stifel.
- c) Trustee Tunnell- Absent

- d) Vice Chairman Diaz- Inquired about the old office sign.
- e) Chairman Engel – None

The next regular Board meeting is scheduled for Monday April 13th, 2026.
ADJOURNMENT: The meeting was adjourned at 10:49 AM.

Action Items March 16, 2026

Brendan Hannegan

- Investment Policy clarifications still pending:
 - Investment period extensions
 - Designating funds

- Consult legal: legal ramifications of leasing portion of old maintenance building to JD Human

- Inquire with Kirk & Simas for files on previous plot reclamations

- Inquire with Kirk & Simas if they have a file on the Colvin Mausoleum
 - Determine if there are any unsold plots in Colvin Family area
 - Consult with the attorney if we have any rights to mausoleum

- Social Media Policy: Boiler plate examples from CAPC

- Add considering hiring a Marketing firm to project list and future agendas
 - Video of cemetery and process for burials (AHC Film Dept?)

- Map out both sides of cemetery. Plot out what is needed in terms of signage: purpose, wording. (is this something for a marketing consultant?)