

Santa Maria Cemetery District
Board Minutes
Location of Meeting:
1501 S. College Dr.
Santa Maria, Ca 93454

Meeting Date: July 14th, 2025

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

TRUSTEES PRESENT: Chairman, Bob Engel; Vice Chairman, Lee Diaz; Trustee, John Tunnell; Trustee, Carmen Garcia.

ABSENT: Trustee Mark Evans

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

The Board reviewed and approved the minutes of June 9th, 2025, Board meeting. Motion by Diaz, second by Garcia. Ayes: Tunnell, Diaz, Engel, Garcia, Absent: Evans. Motion carried.

The Board reviewed and approved the minutes of June 16th, 2025, and July 3rd Special meetings. Motion by Tunnell, second by Diaz. Ayes: Tunnell, Diaz, Engel, Garcia, Absent: Evans. Motion carried.

There was no public comment.

ITEMS FOR ACTION / NEW or OLD BUSINESS

- a) The Board discussed the status of the new office construction project. The projected date of the move to the new office will be August 1, 2025.
- b) District Manager Hannegan gave a recap of the Protac Security report and discussed the homeless on the grounds.
- c) Announcement of California Association of Public Cemeteries, Board of Directors nomination of Brendan Hannegan. Request for SMCD Board approval. Motion by Garcia, second by Tunnell. Ayes: Tunnell, Diaz, Engel, Garcia, Absent: Evans. Motion carried.
- d) The Board discussed the revised retention policy. Approval pending after Attorney Brian Hughes' review.
- e) The Board discussed the extension of Bejo Seed contract with increase to be continued. Trustee Engel will review the CPI with Manager Hannegan.
- f) The Board discussed the strategic plan and will review further.
- g) The Board discussed Golden State Risk Management coverage 2025-2026. Ryan Brannon, Risk Manager, presented information regarding prior claims and described the effect the claims have on premiums. District Manager Hannegan will review prior claims in order to enhance the safety meeting content accordingly. They discussed marker setting liability protection through updated contracts.
- h) District Manager Hannegan announced upcoming CAPC Annual Education Seminar & Area meeting, 10/10 – 10/11 in Ventura.

Services Report – Recap of the June Burial Information- District Manager Hannegan reported on the following:

38 Services: 18 Casket, 20 Cremation, 0 Infant
12 Casket At need, 27 Casket Pre-need,
1 Cremation at Need, 2 Pre-Need, 2 Niche

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

Carrie Troup reported on the financial status.

Approval of the 2025/26 Budget draft. Motion by Diaz, second by Garcia. Ayes: Tunnell, Diaz, Engel, Garcia, Absent: Evans. Motion carried.

TRUSTEE REPORTS:

- a) Trustee Garcia- None
- b) Trustee Evans- Absent
- c) Trustee Tunnell- None
- d) Vice Chairman Diaz- None
- e) Chairman Engel – Requested more information on niches such as a niche fact sheet, including inventory, sale rates. Discussed the need for a timeline plan for the remaining acreage for land lease.

The next regular Board meeting is scheduled for Monday Aug 18, 2025.

ADJOURNMENT: The meeting was adjourned at 11:55 AM. Motion by Diaz, second by Garcia. Ayes: Tunnell, Diaz, Engel, Garcia, Absent: Evans. Motion carried.