

Santa Maria Cemetery District
Board Minutes
Location of Meeting:
Bethel Engineering Office 2624 Airpark Dr.
Santa Maria, Ca 93455

Meeting Date: August 18th, 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, Trustee Mark Evans

OTHERS PRESENT: Brendan Hannegan, District Manager; Carrie Troup, CPA, Brandon Heavener, Bethel Engineering.

The Board reviewed and approved the minutes of July 14th, 2025, Board meeting. Motion by Garcia, second by Diaz. Ayes: Tunnell, Diaz, Engel, Garcia, Absent for vote: Evans. Motion carried.

There was no public comment.

ITEMS FOR ACTION / NEW or OLD BUSINESS

- a) Brandon Heavener discussed the status of the new office. He reported on the items remaining such as the placement of the towel dispensers, alarm system installation and fire sprinklers. He expects occupancy by the end of the month. The extra circuit will be \$1,500. The District will inform Alpha Fire.
- b) The Board discussed the recap of the Protac Security report and discussed the new security proposal.
- c) The Board discussed and reviewed the extension and terms of Bejo seed contract with a 10% increase. The attorney will be drafting a 3-year contract.
- d) District Manager Hannegan reported on the Retention Policy (revised). Attorney Brian Hughs prepared a detailed Records Retention Policy for review by the Board.
- e) The Board discussed and approved to vote for Moreno for the LAFCO Special District Representative. Motion by Evans, second by Tunnell. Ayes: Tunnell, Diaz, Engel, Garcia, Evans. Motion carried.
- f) District Manager Hannegan reported on the strategic plan for the office transition.
- g) District Manager Hannegan announced the upcoming CAPC Annual Education Seminar & Area meeting, 10/10 – 10/11 in Ventura.
- h) District Manager Hannegan will be out of office August 19–22nd.

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

33 Services: 20 Casket, 13 Cremation, 0 Infant
12 Casket At need, 9 Casket Pre-need,
0 Cremation at Need, 1 Pre-Need, 0 Niche

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

Carrie Troup reported on the financial status

TRUSTEE REPORTS:

- a) Trustee Garcia- Requested the inclusion of a question on the internment form indicating if the individual was a veteran. She also inquired about the old and new lease contracts and discussed a tree program at Pinegrove.
- b) Trustee Evans- Discussed the upcoming grand opening and possible refreshment options.
- c) Trustee Tunnell- Discussed the shop project pricing and the upcoming planning process.
- d) Vice Chairman Diaz- Inquired about public feed back during services and clean-up. He requested polo shirts for the Board when they attend seminars.
- e) Chairman Engel – Discussed the grand opening itinerary, planning, agenda, invitation guest list. He also discussed the Bejo Seed contract and inquired on possibly considering a longer term and the acreage needed. He requested more information on the amount of leasable land available.

The next regular Board meeting is scheduled for Monday Sept 8th, 2025.

Items for agenda next regular meeting: Tom Martinez to discuss the shop project.

ADJOURNMENT: The meeting was adjourned at 11:15 AM. Motion by Diaz, second by Garcia. Ayes: Tunnell, Diaz, Engel, Garcia, Evans. Motion carried.