

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

Meeting Date: Sept 8th, 2025

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

TRUSTEES PRESENT: Vice Chairman, Lee Diaz; Trustee, John Tunnell; Trustee, Carmen Garcia; Trustee Mark Evans

Absent: Chairman President Engel

OTHERS PRESENT: Brendan Hannegan, District Manager; Carrie Troup, CPA, Brandon Heavener, Bethel Engineering, Tom Martinez, Martinez and Associates

The Board reviewed and approved the minutes of August 18th, 2025, Board meeting. Motion by Tunnell, second by Evans. Ayes: Tunnell, Diaz, Garcia. Absent for vote: Evans. Absent: Engel. Motion carried.

There was no public comment.

ITEMS FOR ACTION / NEW or OLD BUSINESS

- a) District Manager Hannegan reported on the status of the new office. They are waiting for the address signs and the knox box (key) for the fire dept. The landscaping audit is complete. District Manager Hannegan is coordinating with Mr. Garber for the computer/IT portion of the move. The Board inquired about the status of the traffic signal near the school and discussed the engineering needed for the shop plan. The Board approved to proceed to activate the maintenance building project plan. Motion by Tunnell, second by Evan. Ayes: Tunnell, Diaz, Garcia, Absent for vote: Evans. Absent Engel. Motion carried.
- b) The Board discussed and approved the security patrol proposal with Frontal Security as a 3-month trial. Motion by Garcia, second by Tunnell. Ayes: Tunnell, Diaz, Garcia, Absent for vote: Evans. Absent for vote Engel. Motion carried.
- c) The Board discussed and reviewed the extension and terms of Bejo seed contract which is pending attorney review.
- d) The Board discussed and approved the Retention Policy. Motion by Tunnell, second by Garcia. Ayes: Tunnell, Diaz, Garcia, Evans. Absent for vote Engel. Motion carried.
- e) The Board discussed and approved to vote for Susan Klein Rothschild for the LAFCO Special District Representative runoff. The Board designated District Manager Hannegan as the proxy. Motion by Tunnell, second by Evans. Ayes: Tunnell, Diaz, Garcia, Evans. Absent for vote Engel. Motion carried.
- f) District Manager Hannegan reviewed the strategic plan for the office transition.
- g) Calendar Updates:
 - a. History Walk September 20th and October 25th with Kathy D'Avis
 - b. CAPC Annual Education Seminar & Area Meeting, 10/10 – 10/11, Ventura
 - c. Day of the Dead (Dia de los Muertos) Sunday November 2nd
 - d. Ribbon Cutting Event, Tuesday November 18th (review tentative agenda)

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

33 Services: 26 Casket, 7 Cremation, 2 Infant
13 Casket At need, 14 Casket Pre-need,
0 Cremation at Need, 3 Pre-Need, 2 Niche at need

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

Carrie Troup reported on the financial status

TRUSTEE REPORTS:

- a) Trustee Garcia- Discussed coordinating with the school district regarding visibility and safety.
- b) Trustee Evans- None
- c) Trustee Tunnell- None
- d) Vice Chairman Diaz- Discussed historic photographs for new office.
- e) Chairman Engel – Absent

The next regular Board meeting is scheduled for Monday October 20th, 2025. (Date change to third Monday at the new office location).

ADJOURNMENT: The meeting was adjourned at 11:00 AM.