

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

Meeting Date: December 8<sup>th</sup>, 2025

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

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

Absent: None

OTHERS PRESENT: Brendan Hannegan, District Manager; Carrie Troup, CPA., Branden Heavener of Bethel Engineering, Diana Alcala of Kirk & Simas.

The Board approved of minutes of the November 10, 2025, board meeting. Motion by Evans, second by Diaz. Ayes: Engel, Diaz, Garcia, Tunnell, Evans. Motion carried.

There was no public comment.

ITEMS FOR ACTION / NEW or OLD BUSINESS

- a) Branden Heavener of Bethel Engineering, reported on the placement of the maintenance shop, drainage, structural design and placement. He recommended locating the well as a first step before moving ground. Calgen Well Mapping will be used by Fargen for well location services.
- b) Diana Alcala, Kirk & Simas, discussed permitting options. She contacted the Office of the Attorney General who gave an opinion letter on building standards. The district must abide by code 53091 ( c ). She recommended cover letter regarding the permitting to be included with the plans or prior to submitting as not delay the permitting process.
- c) District Manager Hannegan reported on security patrol recap.
- d) Calendar Updates:
  - a. District Manager Hannegan audit completed 12/13/25. No outstanding items and pending final report.
  - b. District Manager Hannegan reported on Anti-Harassment Training SB 1343, which will be offered virtually on 12/10/25, 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
- e) The Board discussed the project list and the corresponding 2026 priority.
- f) Services Report – Recap of the November Burial Information- District Manager Hannegan reported on the following:
  - 30 Services: 21 Casket, 9 Cremation
  - 8 Casket At need, 15 Casket Pre-need,
  - 2 Cremation at Need, 2 Pre-Need, 0 Niche pre-need

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

Carrie Troup reported on the financial status.

The Board approved a motion to maintain, no more than \$250,000 in the District checking account with a transfer of the excess to Stifel "ready cash". Motion by Evans, second by Tunnell. Ayes: Engel, Diaz, Garcia, Tunnell, Evans. Motion carried.

The Board convened to closed session at 11:15 am

**CLOSED SESSION**

**Public Employee Performance Evaluation**- Pursuant to Government Code Section 54957, Public Employee: District Manager.

**RECONVENE TO OPEN SESSION**

The Board reconvened to open session at 12:10 pm

Report from closed session: The Board unanimously approved a 7% salary increase for District Manager, Brendan Hannegan.

**TRUSTEE REPORTS:**

- a) Trustee Garcia- None
- b) Trustee Evans- Reported on consideration of the purchase of a defibrillator.
- c) Trustee Tunnell- None
- d) Vice Chairman Diaz- None
- e) Chairman Engel – None

The next regular Board meeting is scheduled for Monday January 12<sup>th</sup>, 2026.

ADJOURNMENT: The meeting was adjourned at 12:25 PM.