

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

Meeting Date: December 8th, 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 13th, 12pm
 - d. Retirement notice SEIU Local 620 representative January 4th, 2026.
 - e. Stifel Account review January 12th, 2026, Board Meeting.
 - f. CAPC Annual Conference – Anaheim March 19th – 21st. 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 12th, 2026.

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