

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

Meeting Date: November 10<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, Mr. Randal Araki, Architect.

The Board approved of minutes of the October 20, 2025 board meeting. Motion by Diaz, second by Garcia. Ayes: Engel, Diaz, Garcia. Abstain: Tunnell, Evans. Motion carried.

The Board approved the minutes of the September 8<sup>th</sup>, 2025 board meeting. Motion by Diaz, second by Garcia. Ayes: Engel, Diaz, Garcia, Tunnell, Evans. Motion carried.

There was no public comment.

ITEMS FOR ACTION / NEW or OLD BUSINESS

- a) District Manager Hannegan reported on the portable restroom options. The Board discussed possible vandalism of the facility.
- b) Branden Heavener reported on the status of the construction and the future maintenance shop. The Board discussed and approved the bid for the shop with High Craft Builders Inc. Motion by Tunnell second by Evans. Ayes: Engel, Diaz, Garcia, Tunnell, Evans. Motion carried.
- c) District Manager Hannegan reported that Dia de Los Muertos had a larger turnout than last year; 3,000 – 4,000 people attended on Saturday and Sunday combined. Next year the District will enhance security for the event.
- d) District Manager Hannegan presented the security patrol recap.
- e) District Manager Hannegan reported he has enrolled in the RMDP (Risk Management Accreditation Program) 2025/2026.
- f) The Board discussed and approved of the Bejo Seed contract lease extension. Motion by Engel, second by Tunnell Evans. Ayes: Engel, Diaz, Garcia, Tunnell, Evans. Motion carried.
- g) Calendar Updates:
  - a. Ethics Training AB1234, 11/12/25 virtual and future options. Or at CAPC Conference 3/20/26
  - b. Harassment Training SB 1343, 12/10/25 9:00am – 11:00am
  - c. Audit SMCD November 12<sup>th</sup> – 13th
  - d. Veterans Day Walk November 15<sup>th</sup> 10:30am with Kathy D'Avis
  - e. Ribbon Cutting Event. Tuesday November 18<sup>th</sup> 4:00pm
  - f. CAPC Annual Conference – Anaheim March 19<sup>th</sup> – 21<sup>st</sup>. 2026
  - g. The Board approved \$2,500 for staff appreciation recognition program. Motion by Garcia. Second by Evans. Ayes: Engel, Diaz, Garcia, Tunnell, Evans. Motion carried.

Action items:

- District Manager Hannegan will request timeline for maintenance shop from Martinez and Associates.
- Trustee Evans will bring defibrillator cost/ training information
- Trustee Engel inquired about possible pump rental with the farmer, future .
- District Manager Hannegan will schedule future meeting with the Police Chief about Dia de Los Muertos.
- District Manager Hannegan will ensure that staff remain on site for future Dia de Los Muertos..
- District Manager Hannegan to speak with the Parks and Recreation Dept. about how they deal with the homeless after dark.
- District Manager Hannegan and Carrie Troup, CPA will gather costs to run the Southlawn pump including the electric bills.
- District Manager Hannegan will follow up on cracked plaque at Pine Grove.
- District Manager Hannegan will follow up with Madera Cemetery regarding solar.
- District Manager Hannegan will contact the individual who mailed a letter to the Board.

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

37 Services: 23 Casket,14 Cremation  
10 Casket At need, 18 Casket Pre-need,  
3 Cremation at Need, 0 Pre-Need, 0 Niche pre-need

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

Carrie Troup reported on the financial status.

The Board convened to Closed Session 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 12:00 pm

TRUSTEE REPORTS:

- a) Trustee Garcia- Discussed contacting the Police Chief regarding staffing for the next Dia de Los Muertos event.
- b) Trustee Evans- Discussed budgeting for the Dia de Los Muertos with employees on site as well as the need for more trash receptacles on the grounds. He also suggested contacting Kirk and Simas regarding the project status and timeline.
- c) Trustee Tunnell- None
- d) Vice Chairman Diaz- None
- e) Chairman Engel – None

The next regular Board meeting is scheduled for Monday December 8<sup>th</sup>, 2025

ADJOURNMENT: The meeting was adjourned at 11:59 AM.