

Sanger/Del Rey Cemetery District

Regular Meeting – Board of Trustee’s
April 17, 2024
Sanger/Del Rey Cemetery District, 1:00 P.M.
568 South Rainbow Avenue
Sanger, CA

AGENDA

Any Agenda item may be discussed in a different order, if necessary. The Board may take action whether items are listed as action, information or discussion.

<u>AGENDA ITEM</u>	<u>Staff Recommended Action</u>
1. Call to Order – Determination of quorum – President	
2. Recognize and Hear From Visitors	
This portion of the meeting is reserved for persons wishing to address the Board on items within its jurisdiction but not on this Agenda. NOTE: Prior to action by the Board on any item on this agenda, the public may comment on that item. Unscheduled comments may be limited to 3 minutes.	
All items on the Consent Agenda are considered to be routine and non-controversial by Cemetery staff and will be approved by one motion if no member of the Board or public wishes to comment or ask questions. Items pulled from the Calendar will be considered separately.	
3. Communications/Correspondence None.	Information
4. Consent Agenda: The following items will be Approved as one item if they are not excluded from the motion adopting the consent.	Motion to Approve Consent Calendar
(a) Minutes – Review/amend and approve Minutes of the prior meeting – March 20, 2024	Motion to Approve Information
(b) Meeting Schedule – 2024 Review meeting dates	
5. Bills Paid/Deposits Received Review and ratify bills paid/deposits received in March.	Motion to Ratify

<u>AGENDA ITEM</u>	Staff Recommended Action
6. Conference/Education Schedule Review for information	Information
 <u>NEW BUSINESS –</u>	
7. General Manager Evaluation Notification GM’s Evaluation Presentation <i>(General Manager)</i>	Information
8. Expansion Turf Seeding Expansion Seeding 104,000 SF of Turf <i>(General Manager)</i>	Motion to Approve
9. District Policy Changes Resolution 2402 – Adopting Changes to Policy Numbers 106, 201 (Including Appendix “A” and “B”) 202, 203, 204, 205, 206, 207, 208, 211, 214, 216, 217, 225, And 227 (Including revised title of Appendix “E”) <i>(General Manager/District Counsel)</i>	Motion to Approve
10. Reports a) Cemetery Operations b) Ewing Irrigation	Information
11. CLOSED SESSION -	
 NOTICE TO THE PUBLIC As provided in the Ralph M. Brown Act, Government Code., the Governing Board may meet in closed session with members of its staff and its attorneys. These sessions are not open to the public and may not be attended by members of the public. The matters the Board will meet on in closed session are identified appropriately in open sessions as requiring immediate attention and arising after the posting of the agenda. Any public reports of action taken in closed session will be made in accordance with Government Code.	
12. OTHER BUSINESS Comments:	
(a) Public	Information
(b) Staff	Information
(c) Management	Information
(d) Trustee’s	Information

13. ADJOURNMENT –

Motion to Approve

Sanger/Del Rey Cemetery District

[2]

Agenda – Supporting Data
For the meeting of
April 17, 2024

SUBJECT: RECOGNIZE AND HEAR FROM VISITORS

SUMMARY:

This is the portion of the meeting that is reserved for persons desiring to address the Board on any matter not otherwise on the agenda and within the oversight jurisdiction of the Board. Speakers shall address all comments to the President and the Board as a body and not to any particular Board Member or member of the staff. Speakers should limit their comments to three (3) minutes.

BACKGROUND/COMMENTS:

Public agencies are required by law to provide an opportunity for the public to address the Board of Trustee's on issues of concern whether or not those issues appear on the agenda.

FINDINGS:

At the time of posting of this agenda no advance requests to address the Board have been made.

Sanger/Del Rey Cemetery District

[3]

Agenda – Supporting Data
For the meeting of
April 17, 2024

SUBJECT: COMMUNICATIONS AND CORRESPONDENCE

SUMMARY:

None.

BACKGROUND/COMMENTS:

None.

FINDINGS:

None.

Sanger/Del Rey Cemetery District

[4.a]

Agenda – Supporting Data
For the meeting of
April 17, 2024

SUBJECT: BOARD MINUTES OF March 20, 2024.

SUMMARY:

Review and consider approving the draft of the minutes of the March 20, 2024 meeting of the Board of Trustee's.

BACKGROUND:

The draft of the minutes of the referenced meeting is included in this agenda.

Management believes that the draft of the proposed Minutes correctly reflects the actions taken by the Board of Trustee's at the referenced meeting.

OPTIONS:

1. Approve the minutes, or
2. Make corrections, and then approve the minutes as corrected.

FINDINGS:

None

RECOMMENDED ACTION:

The Board of Trustee's approve the draft of the minutes of the referenced meeting, as presented or as corrected.

Respectfully Submitted:

Ken Sonksen, General Manager

**MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES
SANGER/DEL REY CEMETERY DISTRICT
March 20, 2024**

The Board of Trustees of the Sanger/Del Rey Cemetery District met for its Board Meeting on March 20, 2024 at the Sanger/Del Rey Cemetery District office Boardroom, Sanger, California.

The following were present:

Trustees:

Mark Johnson, President
Rene Gonzalez, Secretary
Rick Bubenik, Treasurer

Consultants:

Meggin Boranian, General Counsel, Fike and Boranian

Staff:

Ken Sonksen, General Manager
Teri Lowrey, Administrative Assistant

Item 1.0 – Call to Order

President Johnson called the meeting together at 1:09 p.m.

Item 2.0 – Recognize and Hear from Visitors

None.

Item 3.0 – Communications/Correspondence

Trustee Bubenik presented notification from Fresno County Board of Trustees of his reappointment to Sanger/Del Rey Cemetery Board of Trustees to January 3, 2028.

Item 4.0 – Consent Agenda

- 4a. Minutes – January 17, 2024
- 4b. Meeting schedule.

A motion was made to approve the consent agenda.

MSC Gonzalez/Bubenik 3 ayes

Item 5.0 – Bills Paid/Deposits Received

The bills paid/deposits received for January and February were presented.

A motion was made to ratify the bills paid/deposits received in January and February.

MSC Bubenik/Gonzalez 3 ayes

Item 6.0 – Conferences/Education Schedule

GM Sonksen gave a verbal report on the upcoming conferences.

Item 7.0 General Manager Evaluation Notification

GM Sonksen gave a verbal report he reported as per the employment contract between the District and the General Manager the option to initiate the performance evaluation is done in March. The Board discussed the evaluation and reported that there will be no formal evaluation done this year. GM Sonksen will prepare a summarization of accomplishments for year in Aprils Board packet.

Item 8.0 – District Summer Workforce

GM Sonksen gave a verbal report. He reported that he has worked with District Counsel on a Summer Workforce Plan that includes; 1) District Organizational Chart; 2) Job Descriptions for Non-Regular, Semi Skilled Maintenance Worker and Administrative Clerk, and; 3) Employer Pay Scale. The Board asked questions and GM Sonksen answered them. GM Sonksen & District Counsel will work together on the Employee Handbook and bring back changes that are affected to the April Board Meeting.

A motion to approve Resolution 2401 – Adopting a Summer Workforce Plan, District Organization Chart, Non-Regular Semi Skilled Maintenance Worker and Administrative Clerk Job Description And Employee Pay Schedule.

MSC Gonzalez/Bubenik 3 ayes

Item 9.0 – Reports

Trustee Bubenik gave a verbal report on the CAPC Annual Meeting that he attended with Trustee Johnson. Breakout session items included discussions on lowering procedures, homelessness, public shooters, legislative fees and heat illness.

Item 10.0 – Closed Session

The Board went into closed session at 2:06 p.m. The Board came out of closed session at 2:36 p.m. and announced there was nothing to report.

Item 11.0 – Other Business

None.

At 2:37 p.m. on March 20, 2024 the Meeting of the Board of Trustees was adjourned.

Approved: _____
Date

Rene Gonzalez, Secretary

NEXT MEETING OF THE BOARD OF TRUSTEES

April 17, 2024 – Regular Meeting, Sanger, CA

Sanger/Del Rey Cemetery District

[4.b]

Agenda – Supporting Data
For the meeting of
April 17, 2024

SUBJECT: MEETING SCHEDULE - 2024

SUMMARY:

A current schedule of regular meetings for 2024 is on the following page.

BACKGROUND:

At the beginning of each year the Board needs to review and approve the meeting schedule for the upcoming year.

FINDINGS:

The times shown moves the regular meetings of the Board of Trustees to the third Wednesday and time change to 1:00 p.m.

RECOMMENDED ACTION:

Board of Trustee's comment on proposed schedule, make appropriate adjustments, and approve meeting schedule for 2024.

Respectfully Submitted

Ken Sonksen, General Manager

**Schedule of 2024
Sanger/Del Rey Cemetery District
Regular Meetings**

January	17 th	Regular Meeting	District Office
March	20 th	Regular Meeting <i>(GM Evaluation Initiation)</i>	District Office
April	17 th	Regular Meeting <i>(GM Evaluation)</i>	District Office
May	15 th	Regular Meeting <i>(District Goal Development)</i>	District Office
June	19 th	Tentative Meeting	District Office
July	17 th	Regular Meeting <i>(Final Budget Meeting)</i>	District Office
September	18 th	Regular Meeting	District Office
October	16 th	Regular Meeting	District Office
November	20 th	Regular Meeting	District Office

Sanger/Del Rey Cemetery District

[5]

Agenda – Supporting Data
For the meeting of
April 17, 2024

SUBJECT: BILLS PAID/DEPOSITS RECEIVED

SUMMARY:

Request for Board review and ratification of bills paid and deposits received during March 2024.

BACKGROUND:

Attached is a list of the bills paid and receipts received during the months listed above.

FINDINGS:

The attached list of bills was paid in accordance with established District policy. The payments were made from the General checking account at Fresno County Auditors office and the petty checking account at WestAmerica Bank in Sanger. The deposits were also made at WestAmerica Bank in Sanger. At the request of the Board the sales breakdown of the deposits has been condensed to allow easier viewing.

RECOMMENDED ACTION:

The Board of Trustee's:

1. Review the attached listings.
2. Ask about any items that need clarification.
3. Ratify payment of the bills and deposits, as attached hereto.

Respectfully Submitted

Teri Lowrey, Secretary/Bookkeeper

March 2024
Cash Received

Bank	Deposit	Receipts	Cash	Date	Received From	Deceased
Deposit	Date					
		82872	\$ 370.00	29-Feb	Alicia Coronado	Julia Coronado (0)
		82874	\$ 3,003.34	29-Feb	Sonjia Gill	Inter Don Hogner
		82875	\$ 2,278.34	29-Feb	Thomas Oliva	Inter Henrietta Oliva
		82876	\$ 1,450.00	29-Feb	Marilanda Garcia	(1)Grave 125-6-2
		82877	\$ 370.00	29-Feb	Maria Rutherford	Rutherford (0)
		82878	\$ 410.00	29-Feb	Kenneth Reed	Reed (1)
		82879	\$ 1,934.72	29-Feb	Thomas Castaneda	Inurn Dora Castaneda
		82880	\$ 2,308.34	29-Feb	Rocio Gurrola	Inter Eleazar Hernandez
		82881	\$ 505.00	29-Feb	Sarah Cruz	Felipe Cruz (2)
		82882	\$ 1,387.88	29-Feb	Manuel Camarillo Jr.	Inurn Epifania Camarillo
		82883	\$ 1,450.00	29-Feb	Manuel Rodriguez	(1)Grave 125-5-11
		82884	\$ 4,055.27	29-Feb	Felimon Soto	Inter Victor Soto
		82885	\$ 1,450.00	29-Feb	Marissa Balderas	(1)Grave 116-7-10
		82886	\$ 2,605.27	29-Feb	Brian Stull	Inter Bertram Stull
		82887	\$ 1,450.00	29-Feb	Eleazer Hernandez	(1)Grave 125-9-6
		82888	\$ 2,900.00	29-Feb	Wm. & Antonia Hunter	(2)Graves 125-9-1 & 3
\$ 27,928.16	1-Mar					
		82889	\$ 4,889.07	1-Mar	Javier Ochoa Renteria	Inter Jose Abrego
		82890	\$ 370.00	1-Mar	Joseph Pryor	Cameron Pryor (0)
		82891	\$ 1,068.74	1-Mar	Naomi Garcia	Inurn Edward Cruz
		82892	\$ 1,450.00	4-Mar	Mary Gaona	(1)Grave 125-9-12
		82893	\$ 1,708.75	4-Mar	Javier & Alice Acosta	Final for Inter Maria Gonzalez Acosta
		82894	\$ 380.00	5-Mar	Tom Lopez Jr.	Valia Pinedo (0)
		82895	\$ 3,303.34	5-Mar	United Faith Found/Wyrick Tst	Inter Stephen Wyrick
		82896	\$ 3,758.34	6-Mar	Maria Hernandez	Inter Nicolas Gutierrez
		82897	\$ 4,055.27	8-Mar	Nellie Esqueda	Inter Felix Esqueda
		82898	\$ 626.40	12-Mar	Hilda Garcia-Avitia	Partial Inter Raquel Garcia
		82899	\$ 410.00	12-Mar	Karen Dorsey	Merlo (1)
		82900	\$ 2,000.00	12-Mar	Javier Gutierrez	Partial Inter Maria Z Gutierrez
		82901	\$ 450.00	12-Mar	Julian Martinez	Monique J. Martinez (2)
		82902	\$ 1,450.00	13-Mar	Antonio Romero	(1)Grave 124-13-11
		82903	\$ 1,439.07	13-Mar	Javier Gutierrez	Final Inter Maria Z Gutierrez
		82904	\$ 3,758.34	13-Mar	Karina Gonzalez	Inter Rogelio Torres Gadea
		82905	\$ 2,112.88	14-Mar	Connie Lynne Jacobs	Inurn Betty Drews
		82906	\$ 3,330.27	14-Mar	Jennifer Young	Inter Kenneth Young
\$ 36,560.47	15-Mar					
		82907	\$ 370.00	18-Mar	Rachel Escutia	Marcos Escutia (0)
		82908	\$ -		Void	
		82909	\$ 380.00	19-Mar	Faith Glisson	Frank Guerra VA (0)
		82910	\$ 1,095.00	19-Mar	Irma Garcia	Azua Memorial Bench

March 2024
Cash Received

Bank Deposit	Deposit Date	Receipts	Cash	Date	Received From	Deceased
		82911	\$ 1,651.94	19-Mar	Wallin Funeral	Final Inter Pymt Raquel Garcia
		82912	\$ 380.00	20-Mar	Leroy Kinzel	Kinzel (0)
		82913	\$ 2,605.27	20-Mar	Virginia Olivarez	Inter Merce Rodriguez
		82914	\$ 505.00	21-Mar	Kayla Trujillo	Arthur L Flores Dbld (2)
		82915	\$ 1,450.00	21-Mar	Maria Dolores Sanchez	(1)Grave 107-9-7
		82916	\$ 460.00	21-Mar	Col. Albert Stewart	Katherine Steward (2)
		82917	\$ 1,344.96	21-Mar	SDRMA	Dental Dividend
		82918	\$ -		Void	
		82919	\$ 510.00	21-Mar	Sergio Aleman	Beatriz Aleman (2)
		82920	\$ 80.00	21-Mar	Maria Isabel Tafallo	(2)Vase Tafallo
\$ 10,832.17	22-Mar					
		82921	\$ 420.00	22-Mar	Gloria Saldivar	Ornaldo Saldivar (1)
		82922	\$ 1,900.00	27-Mar	Diana Lopez	Partial Inurn Jeffrey Irvin
		82923	\$ 637.88	28-Mar	Diana Lopez	Final Inurn Jeffrey Irvin
\$ 2,957.88	29-Mar					
			\$ 78,278.68			

MARCH 2024 EXPENSES

Check	Check	Date	Payee	Detail	Purpose
	No.				
\$ 1,861.19	305876	6-Mar	Paul Hernandez		Payroll
\$ 405.70	305877	6-Mar	Teri Lowrey		Payroll
\$ 1,119.71	305878	6-Mar	Ken Sonksen		Payroll
\$ 250.00	305879	6-Mar	Ken Sonksen		Auto
\$ 1,784.98	305880	6-Mar	Domingo Ruiz		Payroll
\$ 1,884.48	305881	6-Mar	Eddie Nash		Payroll
\$ 2,127.00	305882	6-Mar	Michael Ihara		Payroll
\$ 3,420.00	305883	6-Mar	Noble Credit Union		Employees Credit Union PP End 3-2-24
\$ 10,924.08	305884	6-Mar	Sanger/Del Rey Cemetery	\$ 1,316.43	Employees FICA PP End 3-2-24
				\$ 1,316.43	Employers FICA PP End 3-2-24
				\$ 2,044.00	Employees FWH PP End 3-2-24
				\$ 2,900.00	CalPERS PP End 3-2-24
				\$ 189.29	Employees SDI PP End 3-2-24
				\$ 657.93	Employees SWH PP End 3-2-24
				\$ 2,500.00	Petty Checking
\$ 225.00	305885	6-Mar	Tibor Protection		Gates
\$ 95.13	305886	6-Mar	Office Depot		Office
\$ 3,450.00	305887	20-Mar	Charles Budd		Buy back 61-11-2,4,6,8,10,12
\$ 100.05	305888	20-Mar	Frontier		Telephone
\$ 92.39	305889	20-Mar	W. J. Heinrichs, Inc.		Grounds Maintenance
\$ 681.70	305890	20-Mar	Aramark		Uniforms
\$ 706.02	305891	20-Mar	Miramonte Sanitation		Garbage
\$ 620.25	305892	20-Mar	R G Equipment, Inc.		Grounds Maintenance
\$ 165.25	305893	20-Mar	Verizon Wireless		Cellular
\$ 17,135.73	305894	20-Mar	SDRMA		Health/Ancillary
\$ 575.00	305895	20-Mar	Janice Boling		Buy back 74-8-6 bought 6-27-96
\$ 69.99	305896	20-Mar	Unwired Broadband		Internet
\$ 2,874.54	305897	20-Mar	CitiCards	\$ 127.77	Office
				\$ 830.99	Computer
				\$ 1,915.78	Grounds Maintenance
\$ 158.00	305898	20-Mar	Cyber Age Services, LLC		Email Service
\$ 130.47	305899	20-Mar	vPhones		Telephone
\$ 119.58	305900	20-Mar	Napa Auto Parts		Grounds Maintenance

MARCH 2024 EXPENSES

Check	Check No.	Date	Payee	Detail	Purpose
\$ 195.37	305911	20-Mar	Academy Hardware		Grounds Maintenance
\$ 1,861.19	305912	20-Mar	Paul Hernandez		Payroll
\$ 405.70	305913	20-Mar	Teri Lowrey		Payroll
\$ 1,119.71	305914	20-Mar	Ken Sonksen		Payroll
\$ 250.00	305915	20-Mar	Ken Sonksen		Auto
\$ 1,823.66	305916	20-Mar	Domingo Ruiz		Payroll
	305917		Void		
\$ 1,944.38	305918	20-Mar	Eddie Nash		Payroll
\$ 2,535.08	305919	20-Mar	Michael Ihara		Payroll
\$ 3,420.00	305920	20-Mar	Noble Credit Union		Employees Credit Union PP End 3-16-24
\$ 225.00	305921	20-Mar	Tibor Protection		Gates
\$ 13,638.04	305922	20-Mar	Sanger/Del Rey Cemetery	\$ 1,362.60	Employees FICA PP End 3-16-24
				\$ 1,362.60	Employers FICA PP End 3-16-24
				\$ 2,083.00	Employees FWH PP End 3-16-24
				\$ 2,900.00	CalPERS PP End 3-16-24
				\$ 1,571.00	Feb Sales Tax
				\$ 195.93	Employees SDI PP End 3-16-24
				\$ 662.93	Employees SWH PP End 3-16-24
				\$ 3,500.00	Petty Checking
\$ 257.88	305923	20-Mar	Vincent Communications, Inc.		Racks
\$ 78,652.25					

Sanger/Del Rey Cemetery District

[6]

Agenda – Supporting Data
For the meeting of
April 17, 2024

SUBJECT: CONFERENCE/EDUCATION SCHEDULE

SUMMARY:

Information related to upcoming conferences, seminars and educational opportunities.

BACKGROUND:

In order to notify Trustee’s of up-coming events, below is a listing of California Association of Public Cemeteries (CAPC), California Special Districts Association (CSDA), Special District Risk Management Authority (SDRMA), and California Special Districts Workers Compensation Authority (SDWCA) annual conferences, quarterly meetings, legislative day and safety claims workshops.

The practice has been those Trustee’s interested in attending specific conferences or events, the Board approved their attendance at the Board meeting prior to the session.

Upcoming conferences/educational opportunities include:

Annual Meetings	CSDA/SDRMA CAPC	Sep 9-12 March 14-16	Indian Wells San Diego
Education Day	CAPC	Oct. 11-12	San Luis Obispo
Legislative Days	CSDA	May 21-22	Sacramento

FINDINGS:

Since there are several upcoming conferences/educational opportunities, this item is being presented for informational purposes

RECOMMENDED ACTION:

No action required at this time.

Respectfully Submitted

Ken Sonksen, General Manager

Sanger/Del Rey Cemetery District

[7]

Agenda – Supporting Data
For the meeting of
April 17, 2024

SUBJECT: GENERAL MANAGER EVALUATION

SUMMARY:

This is an agenda item that will recap for the Board of Trustees accomplishments from April 2023 to March 2024.

BACKGROUND:

The employment contract between the District and General Manager states that the GM will initiate the performance evaluation of the General Manager at the March Board meeting and present it at the April Board meeting.

FINDINGS:

During April 2023 to March 2024 accomplishments included 1) 223 Interments/inurnments; 2) Grounds Maintenance at 5 District cemeteries; 3) Headstone settings; 4) Foundation preparation for new columbarium; and 5) Next phase of development for Sanger Cemetery expansion.

RECOMMENDED ACTION:

1. Board of Trustees asks questions to gain an understanding of District undertakings from April 2023 to March 2024.

Respectfully Submitted

Ken Sonksen, General Manager

Sanger/Del Rey Cemetery District

[8]

Agenda – Supporting Data
For the meeting of
April 17, 2024

SUBJECT: EXPANSION TURF SEEDING

SUMMARY:

This is an agenda “**action**” item that would approve the preparation and seeding of 104,000 SF of turf.

BACKGROUND:

On November 15, 2023 the Board of Trustees approved the completion of the irrigation installation for the Peach Blossom section of the District expansion project. That project was completed the first part of 2024.

FINDINGS:

As we approach turf planting season of April and May, the District started looking into planting turf in the newly irrigated sections. In the past the District tilled and hydro seeded the area with turf. This last effort did not turn out well and District has had to reseed several areas.

With time closing in on planting season and the District being short-handed, Sunset Landscapes, Inc., the contractor that installed the irrigation system, was asked to provide a proposal to complete the seeding project.

Their proposal included: 1) Spray existing weeds; 2) Rip, till and grub area; 3) Adjust valve boxes to grade; 4) Amend soil with Best 6-24-24 XB Fertilizer @ 2 lb./1,000 SF; 7) Monitor seed through germination; 8) Provide 3 mowings to establish turf, and 9) Fertilize one (1) time with Wilber Ellis Bulldog Fertilizer @ 5 lb./1,000 SF. Total cost - \$ 19,240.

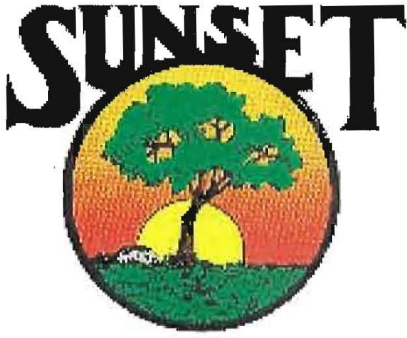
By approving this proposal, the area would be turned over to the District ready for sales allowing turning its attention toward May’s activities. The funds to pay for the job would come from the Districts Infrastructure Fund Account.

RECOMMENDED ACTION:

1. Board of Trustees asks questions to gain an understanding of the issues.
2. Board of Trustees approve Sunset Landscapes, Inc. proposal and authorize the project to move forward.

Respective fully submitted,

Ken Sonksen
General Manager



Landscapes Inc.

Lic. # 454597

2614 N Armstrong Ave. Fresno, CA 93727

Phone (559) 292-0500 Fax (559) 292-0522

Email: office@sunsetlandscapesinc.com

April 1, 2024

Sanger Del Rey Cemetery
Attn: Ken

Scope of Work:

- Prepare seed and establish +/- 104,000 SF of turf

Work to Include:

- Spray existing weeds to kill
- Rip, till & grub area to clear
- Adjust valve boxes to grade
- Amend soil with Best 6-24-24 XB fertilizer @ %lb./1,000 SF
- Fine grade area
- Seed PanAm improved Bermuda @ 4/lb./1,000 SF
- Monitor seed thru germination
- Provide 3 mowings to establish turf
- Fertilize One (1) time with Wilbur Ellis Bulldog fertilizer @ 5 lb./1,000 SF

Spray Area 104,000 SF	\$ 595.00
Materials	\$ 7,062.00
Labor	\$ 8,583.00
Equipment	<u>\$ 3,000.00</u>
	\$19,240.00

Sanger/Del Rey Cemetery District

[9]

Agenda – Supporting Data
For the meeting of
April 17, 2024

SUBJECT: DISTRICT POLICY CHANGES

SUMMARY:

This is an agenda “**action**” item that will revise the Districts employee organization and approve the revised Policies to reflect those changes.

BACKGROUND:

In recent years employee retirements, COVID19, and the expansion of facilities, has management looking into ways to deal with its labor force to meet customer service needs coupled with Trustees expectations.

At first attempt, using a labor contractor to supply seasonal help was explored. As that alternative was flushed out, it was learned the Districts liability insurance carrier wouldn't cover contractor's employees actions, leaving the District liable for any damages the contractor's employees caused.

The next alternative was to look at the District's current employee organization and expand it to meet the challenges facing the District

FINDINGS:

Currently, the District has six (6) full time employees. This organization has met the needs until additional facilities were opened. The summer months between April and September with its increased maintenance has pushed the organization to its limits.

To address this need, four (4) seasonal maintenance workers and one (1) administrative assistant are needed. The addition of these positions requires the District Policy Manual to be reviewed and updated. GM Sonksen and General Counsel have completed this task. Funding for these positions will come from the General Fund as monies become available.

RECOMMENDED ACTION:

1. Board of Trustees asks questions to gain an understanding of the issues.
2. Board of Trustees approve Resolution 2402 Adopting Changes to Policy Numbers 106, 201, (Including Appendix “A” and “B”), 202, 203, 204, 205, 206, 207, 208, 211, 214, 216, 217 ,225, and 227 (including revised title of Appendix “E”).

Respective fully submitted,

Ken Sonksen
General Manager

RESOLUTION NO. 2402
A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
SANGER/DEL REY CEMETERY DISTRICT
ADOPTING CHANGES TO POLICY NUMBERS 106, 201 (including Appendix
“A” and “B”), 202, 203, 204, 205, 206, 207, 208, 211, 214, 216, 217, 225, and 227 (including
revised title of Appendix “E”)

WHEREAS, the Sanger/Del Rey Cemetery District is a Special District created pursuant to the Health and Safety Code; and

WHEREAS, the Board of Trustees may establish, from time to time, policies and procedures for conducting of the District’s business; and

WHEREAS, the Board of Trustees desires to update the above-designated Policies.

NOW THEREFORE, the Board of Trustees of the Sanger/Del Rey Cemetery District elects to adopt Resolution No. ____ which approves changes to Policy Numbers 106, 201, 202, 203, 204 205, 206, 207, 208, 211, 214, 216, 217, 225, and 227, as reflected in the attached Policies, which are incorporated herein by this reference.

Adopted This day of _____, 2024, by the Board of Trustees of the Sanger/Del Rey Cemetery District, at a regular meeting thereof.

APPROVED:

ATTEST:

Mark D. Johnson, President
Board of Trustees

Rene Gonzalez, Secretary
Board of Trustees

Motion Made/Seconded by: _____

Ayes: _____

Noes: _____

Abstain: _____

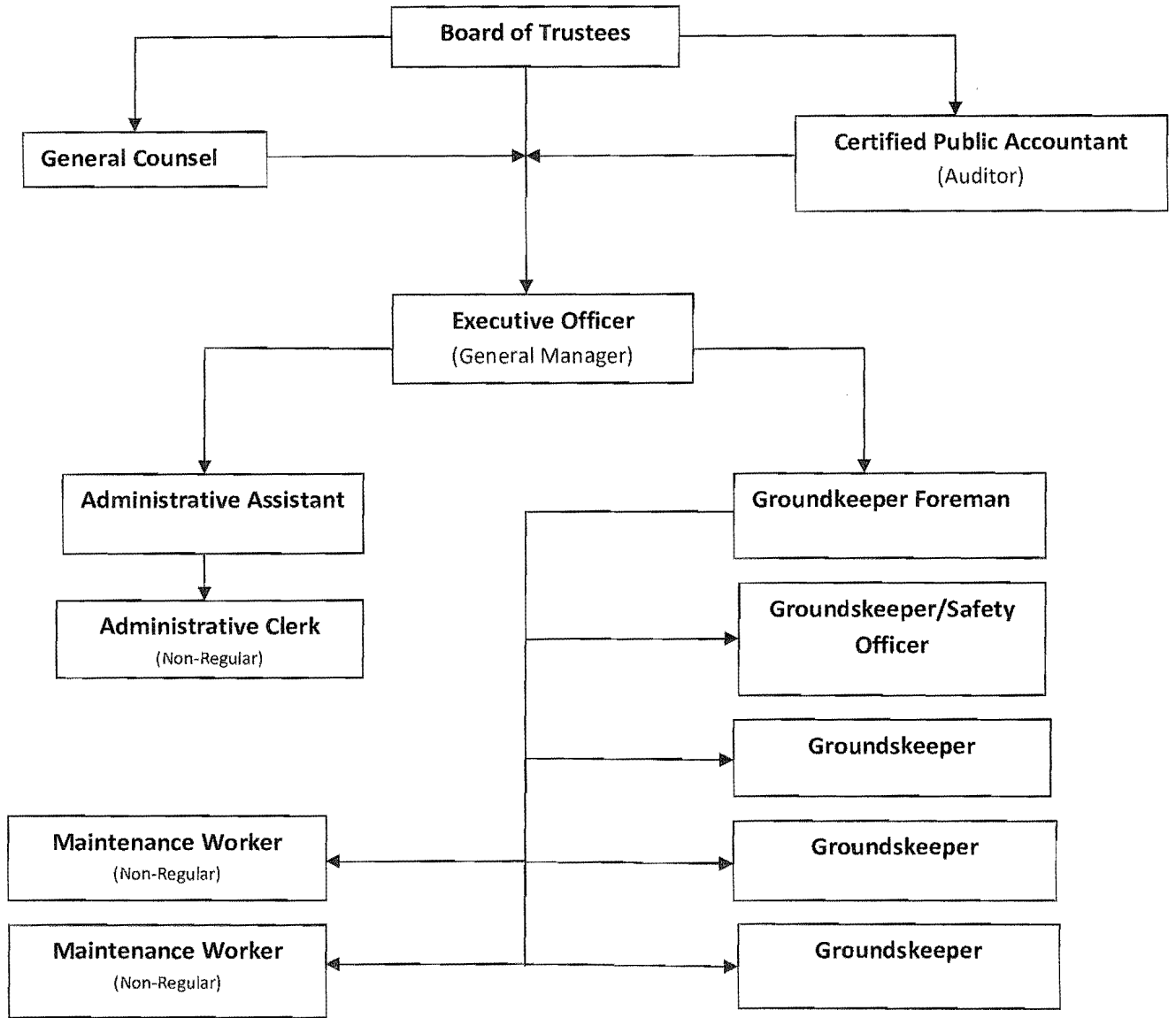
Reviewed as to Legal Form:

Meggin Boranian, District Counsel

POLICY TITLE: District Organization
POLICY NUMBER: 106

- 106.1** The District's organizational structure shall consist of those included in the attached Organizational Chart (Appendix "A").
- 106.2** The District shall maintain an Employee Pay Schedule for each category as follows:
- A. General Manager
 - B. Administrative Assistant
 - C. Groundskeeper Foreman
 - D. Groundskeeper III
 - E. Groundskeeper II
 - F. Groundskeeper I
- 106.3** The Board of Trustees shall appoint a General Manager to manage the day-to-day business of the District, including its employees.
- 106.4** The General Manager shall appoint the Administrative Assistant, Groundskeeper Foreman, Groundskeeper I – III and determine their starting salaries, steps and amount based on education, experience and training.
- 106.5** The General Manager may only fill vacant positions for those position approved by the Board of Trustees and funded in the District's annual budget.
- 106.6** After an employee's initial placement into a category and step, the General Manager, may advance an employee to the next step upon completion of one year of service, and every year thereafter, conditional upon satisfactory employee work performance and available approved funding in the District's annual budget.
- 106.7** The General Manager may promote an employee in categories of Groundskeeper I – III based on an employee's education, experience, training, satisfactory work performance, and available approved funding in the District's annual budget.
- 106.8** Employees hired in the above categories are considered "regular" employees hired "at will". All other employees are considered "non-regular", "temporary", and shall be paid on an hourly basis.

Appendix "A"
District Organizational Chart



POLICY TITLE: Hours of Work and Overtime
POLICY NUMBER: 201

- 201.1** This policy shall apply to all regular and non-regular employees, as defined in Policy # 208.
- 201.2** The regular hours of work each day shall be eight (8) hours and shall be from 8:00 a.m. to 4:30 p.m. A lunch period of 30 minutes will be given normally from 12noon to 12:30 p.m. Employees shall be allowed rest periods of fifteen (15) minutes during each four (4) consecutive hours of work.
- 201.3** The workweek shall consist of seven (7) consecutive days from 12:01 o'clock a.m. Sunday, to midnight the following Saturday.
- 201.4** Overtime shall be compensated at one and one-half (1 ½) times regular rate. Holidays worked shall be compensated at two (2) times regular rate. The employee shall be given the option to be compensated for overtime or holidays worked with compensatory time off, which shall be requested by employee prior to working overtime or a holiday, be taken in the calendar year earned and when taken, documented on "Request for Time Off Work", attached Appendix "A". Overtime is defined as:
- A. Time worked in excess of forty (40) hours in a workweek;
 - B. Time worked in excess of eight (8) hours on a scheduled workday if a five (5) day, eight (8) hour per day work week is in effect, or,
 - C. Time worked in excess of ten (10) hours on a scheduled workday if a four (4) day, ten (10) hour per day work week is in effect; or,
 - D. Time worked on a designated holiday.
- 201.5** Other than during regular hours of work, any time worked by an employee in emergency repair or emergency maintenance of facilities of the District shall be compensated at the overtime rate of pay.
- 201.6** Employees are not permitted to leave the work area except as authorized by the Groundskeeper Foreman or the General Manager and any time off work, shall be requested by completing a Request for Time Off Work (attached hereto as Appendix "A").
- 201.7** Employees will be required to maintain an Employee Time Card (attached hereto as Appendix "B") for each workweek and turn the timecard into the Groundskeeper Foreman or General Manager the last Friday of each pay period. Employees are required to sign each Time Card submitted.
- 201.8** 2-Hour Call Back – From time to time employees might have to be called to work for emergency situations like responding to a security alarm at the office. Employees will be granted a minimum of 2 hours call back no matter how long at the District. Employees shall have the option to be compensated either by overtime pay or compensatory time off.

APPENDIX "A"
REQUEST FOR TIME OFF WORK

Employee _____
Date of Request

Date(s) and hours Requested _____

Type of Leave Requested *(Please check one)*

- _____ Vacation
- _____ Sick
- _____ Comp
- _____ Jury Duty
- _____ Bereavement
- _____ Administrative
- _____ Other: _____

Comments: _____

No leave will be considered authorized for compensation purposes unless this form is completed by employee and signed by the Groundskeeper Foreman *(or General Manager in the absence of the Groundskeeper Foreman)* for Groundskeeper; or by the General Manager for the Administrative Assistant and Groundskeeper Foreman.

Groundskeeper Foreman

Date

Ken Sonksen, General Manager

Date

POLICY TITLE: Vacations
POLICY NUMBER: 202

- 202.1** This policy shall apply to all regular employees.
- 202.2** Paid vacations shall be accrued according to the following schedule on an annual basis:
- A. During the first year of continuous work, 40 hours;
 - B. 2 through 5 years of service, 80 hours;
 - C. 6 through 10 years of service, 120 hours; and
 - D. More than 10 years of service, 160 hours.
- 202.3** Employees who have completed six (6) months in regular status may take their vacation time all at once, or gradually, subject to the business needs of the District, within his/her first year of employment within the District or may be cashed out of any accrued vacation time. No vacation may be taken until the employee has completed at least six (6) months in regular employee status.
- 202.4** At termination of employment for any reason, the District shall compensate the employee for his/her accumulated vacation time at his/her straight time rate of pay at the time of termination.
- 202.5** The District will not require an employee to take vacation time in lieu of sick leave or leave of absence during periods of illness. However, the employee may elect to take vacation time in case of extended illness where sick leave has been fully used and in case of unplanned absences from work, provided employee completes a Request for Time Off Work, attached as Appendix "A" to Policy 201, and is authorized by the General Manager or Groundskeeper Foreman.
- 202.6** If a holiday falls on a workday during an employee's vacation period, that day shall be considered as a paid holiday and not vacation time.
- 202.7** Vacations may be scheduled during the year upon written request and authorization of the General Manager or Groundskeeper Foreman at least 5 business days in advance, using Request for Time Off Work.
- A. Vacations are provided by the District to employees as a period of exemption from work with pay for the purpose of rest, relaxation and recreation. This respite is a benefit and is intended as an aid in maintaining the long-term and consistent productivity and contentment of the employee. As such, pay in lieu of vacation time away from work shall not be permitted.

- B. No days of vacation may be carried over to the following calendar year. Unused vacation will be lost December 31st of each year, unless a new employee requests any accrued vacation time to be cashed out at the end of his/her first calendar year of employment.
- C. Use of vacation time between April 1st through September 30th maybe limited to no more than one (1) week at a time due to the staffing needs of the District during this time period each year.

202.8 Non-regular employees shall not accrue vacation time during the duration of the work assignment. However, if a non-regular employee becomes a regular employee of the District, after twelve (12) months of cumulative employment with the District, the period which the employee occupied non-regular status shall be included in calculating his/her entitlement to vacation with pay.

POLICY TITLE: Holidays
POLICY NUMBER: 203

203.1 This policy shall apply to all regular employees.

203.2 The following days shall be recognized and observed as paid holidays:

- A. New Years Day
- B. Martin Luther King Jr. Birthday;
- C. President's Day
- D. Memorial Day;
- E. Independence Day
- F. Labor Day;
- G. Veteran's Day;
- H. Thanksgiving Day;
- I. Christmas Day;
- J. Employee's Birthday (floating)
- K. Columbus Day; and
- L. Thanksgiving Friday

203.3 On each of the above holidays, all regular work shall be suspended, and all employees shall receive one (1) day's pay for each of the holidays listed above. An employee is eligible for any paid holiday if he/she usually works the day before and the day of the said holiday.

203.4 Whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. Whenever a holiday falls on Sunday, the following Monday shall be observed as the holiday.

203.5 When an employee is taking an authorized leave with pay when a holiday occurs, said holiday shall not be charged against said leave with pay.

203.6 If any employee works on any of the holidays listed above, he/she shall, in addition to his/her holiday pay, be paid for all worked at the rate of double time of his/her regular rate of pay, or as otherwise specified under Policy #201, "Hours of Work and Overtime".

203.7 On the day before a holiday that falls on a Tuesday and/or the day after a holiday that falls on a Thursday, the General Manager may determine whether it is in the best interests of the District to allow an additional day off of work for employees and may authorize the same.

POLICY TITLE: Sick Leave
POLICY NUMBER: 204

- 204.1** This policy shall apply to all regular employees.
- 204.2** Sick leave is defined as absences from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures shall be subject to sick leave provided prior written notice, (Request for Time-Off Work) is provided to the employee's supervisor, at least three (3) business days in advance.
- 204.3** Employees shall earn sick leave at the rate of four (4) hours per pay period cumulative to a maximum of 2080 hours. Any sick leave hours unused at time of termination cannot be cashed out.
- A. However, if an employee has at least five (5) years of service credit with CalPERS, sick leave can be converted to service credit for retirement purposes, as long as it is within 120 days of the date of separation from employment. For purposes of determining the CalPERS allowance upon retirement, each employee receives .004 years of service credit for each day of accumulated sick leave.
- B. The determination of total accumulated sick leave days shall be made on January 2nd of each year.
- 204.4** Sick leave is not a privilege which an employee may use at his/her discretion, but shall be allowed only in case of necessity and actual sickness or disability of the employee, or because of illness in his/her immediate family, which is defined in Section 205.3 of the Bereavement Leave Policy #205.
- 204.5** If an employee is absent longer than three (3) consecutive days due to illness, medical evidence of illness and/or medical certification of fitness to return to work may be required. The District may require a doctor's note at any time.
- 204.6** In order to receive compensation while on unscheduled/unplanned sick leave, the employee shall notify the General Manager prior to the time for beginning the regular workday, or as soon thereafter as practical.
- 204.7** Employees who are in unpaid status for at least five (5) consecutive working days in a pay period (i.e. not at work and not using vacation or sick leave benefits) do not accrue sick leave time.
- 204.8** Non-regular employees may not accrue sick leave during the duration of the work assignment, unless otherwise provided by state and/or federal law. However, if a non-regular employee becomes a regular employee of the District after twelve (12) months of cumulative employment with the District, the period which the employee occupied non-regular status shall be included in the calculating his/her entitlement to sick leave pay.

POLICY TITLE: Bereavement Leave
POLICY NUMBER: 205

205.1 This policy shall apply to all regular employees.

205.2 In the event of a death in the immediate family, an employee may be granted a paid leave of absence not to exceed three (3) days, upon written notice (Request for Time-Off Work). This is in addition to regular sick leave and vacation time. The General Manager may require certification.

205.3 "Immediate family" is defined as being a spouse, domestic partner, parent, children, son-in-law, daughter-in-law, brother, sister, grandparent, father-in-law, mother-in-law, sister-in-law, brother-in-law, or any person who is legal dependent of the employee.

POLICY TITLE: Jury Duty
POLICY NUMBER: 206

206.1 This policy shall apply to all regular employees.

206.2 An employee summoned for jury duty will immediately provide written notice (Request for Time-Off Work) to the General Manager. While serving on the jury he/she will be given a paid leave of absence for the duration of said jury duty. Said paid leave of absence is conditional upon the employee returning to work upon dismissal each day to complete his/her remaining normal workday. It is also conditional upon the employee's conveyance to the District of any compensation received as a juror, not including any travel allowance received, and conveyance of the jury summons.

206.3 Verified attendance shall be required for each day of jury duty from the employee serving jury duty.

POLICY TITLE: **Continuity of Service**
POLICY NUMBER: **207**

207.1 For all regular employees, length of continuous service with the District will be used as the basis for determining benefits such as sick leave and vacation time.

207.2 Continuous service with the District will start with the date of employment and will continue until one of the following occurs:

- A. An employee is discharged;
- B. An employee voluntarily terminates his/her employment; or,
- C. An employee is laid off.

207.3 Continuity of an employee's service will not be broken by absence for the following reasons, and his/her length of service will accrue for the period of such absence:

- A. Absence by reason of industrial disability;
- B. Authorized absence without pay for less than thirty (30) days in a calendar year;
or
- C. Absences governed by applicable state and/or federal laws.

POLICY TITLE: Employee Status
POLICY NUMBER: 208

208.1 A “regular” employee is one who has been hired to fill a regular position. All regular employees are hired “at will”.

208.2 A “non-regular” employee is the one who is hired to work within any job classification, but whose position is not regular in nature. The duration of the work assignment of a non-regular employee is limited to less than six (6) months in a calendar year. All non-regular employees are hired “at will”.

POLICY TITLE: Health and Welfare Benefits
POLICY NUMBER: 211

211.1 Medical Expense Insurance.

- A. *Regular Employees.* The District shall provide accident, health, hospital, dental, and vision insurance to cover non-occupational injuries and sickness for all “regular employees” in all job classifications, including their dependents. Insurance coverage can only be waived with proof of group coverage through spouse, other group coverage, Medicare/Medi Cal or COBRA. Individual waivers are not permitted, nor are those waivers permitted that would result in less than 75% minimum District participation and its medical benefits insurance. Additionally, cash-back or cash in lieu of employer contributions are not permitted.
- B. *Non-Regular Employees.* Employees hired in this category are eligible to receive benefits required by State Law. Non-regular Employees are not eligible for Medical Expense Insurance provide to regular employees.

211.2 Workers Compensation Insurance.

All District employees shall be insured against injuries received while on the job, as required by state law.

211.3 Retirement Plan.

Upon achieving regular employee status, employees shall be enrolled in the District employee retirement plan.

211.4 Life Insurance.

The DISTRICT may provide to all regular employees life insurance.

POLICY TITLE: Compensation
POLICY NUMBER: 214

214.1 This policy shall apply to all regular employees.

214.2 Compensation at Hiring.

- A. New Employees - All newly appointed employees shall be paid at the first step of the salary range for the position to which the employee is appointed, except as provided elsewhere herein.
- B. Advanced Step Hiring - If the General Manager finds that qualified applicants cannot be successfully recruited at the first step of the salary range, he/she may authorize an appointment at an advanced step of the salary range.
- C. Former Employees - A person, other than a retired employee, who previously held a full-time position from which the person was separated in good standing may, when re-employed in a position with the same or lower pay range than held at separation, be appointed at the same salary rate which was paid at the effective date of separation, or at the nearest lower applicable step for the range to which the person is appointed, provided such re-employment occurs within twelve (12) months from the date of said separation.

214.3 Merit Advancement.

- A. Performance Evaluation Required - The General Manager may authorize merit advancement within the salary range only after evaluating the employee's performance and determining that it is satisfactory. This determination shall be noted on a performance evaluation form to be placed in the employee's file, with a copy given to the employee.

POLICY TITLE: Unauthorized Absence
POLICY NUMBER: 216

- 216.1** This policy shall apply to all employees.
- 216.2** Absence from work without authorization for five (5) consecutive working days shall be considered an automatic resignation.
- 216.3** After three (3) consecutive days of absence from work without permission, the employee shall be notified in writing that the absence will be considered as resignation if it continues consecutively through the fifth working day.
- 216.4** The General Manager may reinstate the employee who has been absent without leave for five (5) consecutive working days if the employee provides a satisfactory explanation. If the employee is reinstated after providing a satisfactory explanation, back pay for the period of absence may be allowed, including the employee's use of vacation or "comp" time to cover the period of absence.

POLICY TITLE: Performance Evaluation
POLICY NUMBER: 217

- 217.1 This policy shall apply to all regular employees.
- 217.2 The performance of each employee shall be regularly evaluated by the General Manager or the designated representative. The evaluations shall be submitted to the General Manager on forms provided for that purpose. All evaluations will be reviewed and signed by the General Manager after the rater has reviewed the evaluation with the employee. It shall be the duty of the General Manager to investigate thoroughly each employee's performance and suitability for the position during the initial evaluation period. The results of these observations shall be included in the performance evaluation.
- 217.3 Evaluations may be conducted at least once each year for employees with regular status. Special evaluations may be submitted by the General Manager any time there is evidence that performance has changed significantly or to document ongoing performance problems.
- 217.4 Whenever possible, evaluations shall be prepared by the immediate supervisor(s) and shall be in reference to an employee's performance on those job areas, which have been regularly and directly observed by the supervisor(s) during the rating period. This includes the manner in which tasks or duties were performed (process) and/or the consequences of an employee's performance (product). Each employee shall be given an opportunity to discuss the evaluation with the rater as well as with the General Manager, if desired. An employee may submit a written response to be attached to the evaluation form within ten (10) days of the evaluation. The employee shall receive a copy of the completed evaluation after the General Manager has signed it.
- 217.5 Rating Standards – Safety Employees: The summary of rating factors shall be expressed according to the following rating scale:

RATING SCALE

- 1. Unsatisfactory
- 2. Improvement Needed
- 3. Meets Expectations
- 4. Exceeds Expectations
- 5. Exceptional

All ratings must be fully documented. Raters will cite examples of effective or ineffective performance and must specify the consequences whether positive or negative of such performance. When the overall job performance rating is below what is reasonable and consistent with normal expectations of proficiency, the rater must specify both the recommendations for improvement and indicate a schedule for future evaluations to monitor progress. The period of time needed for proper evaluation and recommendation for improvement will vary with the degree of performance problems,

the consequence of error and the required length of time for evaluation. The final evaluation of this series will indicate either satisfactory improvement or recommend disciplinary action to be taken.

- 217.6** Performance evaluations shall become a part of the official employee record (personnel folder) and may be used in connection with employee development and achievement (promotion, training, assignment, reinstatement and transfer), or disciplinary actions.
- 217.7** An evaluation and its contents shall be confidential, subject to review only by the General Manager or his designated representatives.

POLICY TITLE: Separation from District Employment
POLICY NUMBER: 225

- 225.1** This policy shall apply to all employees.
- 225.2** Resignation. To leave District service in good standing, an employee shall provide a written notice of resignation to the General Manager at least two (2) weeks before the effective date. The General Manager may, however, grant good standing with less notice if he/she determines the circumstances warrant. Resignations may not be withdrawn without the General Manager's approval.
- 225.3** Layoffs. Whenever, in the judgment of the District Board of Trustees, it becomes necessary, due to the lack of work, funds, or other economic reasons, or because the necessity for a position no longer exists, the Board may abolish any position of employment, and the employee holding such position may be laid off.
- A. Employees to be laid off shall be given at least fourteen (14) calendar day's prior notice.
 - B. If two employees have the same job description, employees may be laid off in order of least seniority first.
- 225.4** Dismissal of Employees. An employee may be dismissed at any time by the General Manager with or without cause, and after consulting with District Counsel and the District's insurance carrier.

POLICY TITLE: **Job Descriptions**
POLICY NUMBER: **227**

227.1 All employees are responsible for knowing and understanding the requirements of his or her job, as stated in each of the respective District's job descriptions, as follows:

- A. Groundskeeper Foreman, attached as Appendix "A".
- B. Groundskeeper/Safety Officer, attached as Appendix "B".
- C. Groundskeeper, attached as Appendix "C".
- D. Administrative Assistant, attached as Appendix "D".
- E. Maintenance Worker, attached as Appendix "E".
- F. Administrative Clerk, attached as Appendix "F".

APPENDIX "A"
JOB DESCRIPTION- GROUNDSKEEPER FOREMAN

A. General Job Description

Under the general supervision of the District General Manager, supervises and performs the duties in effecting an efficient day-to-day operation of the Cemetery. Duties and responsibilities are:

1. Supervises and participates in the maintenance and upkeep of the lawns, shrubs, trees, streets, and buildings;
2. Supervise and participates in the digging of the graves and setting up of equipment for funeral services;
3. Sells burial plots and maintains maps and records of same;
4. Maintains records of cash received for sales and services;
5. Keeps employee time records;
6. Pick up supplies;
7. Maintains and makes minor repairs of equipment;
8. Makes daily work assignments, inspects work in progress and upon completion;
9. Keeps District General Manager informed of Cemetery operations, including status of projects and problems.

B. Prerequisite Qualifications

1. Associate of Arts (AA) or Science (AS) Degree from an accredited college; or equivalency thereof.
2. Five (5) years of experience, or combination of training and experience, as a District Groundskeeper or comparable non-District position.
3. Knowledge of:
 - a. Full and comprehensive knowledge of the cemetery laws as outlined in the California Health and Safety Code;
 - b. Cemetery District rules and regulations;
 - c. Proper methods of planting, cultivating and caring for trees, shrubs, flowers, and grasses;
 - d. Cement work and general maintenance of buildings and grounds;
 - e. Materials, equipment and practices involved in grave layout, opening, and closing;
 - f. Basic equipment maintenance methods and terminology;
 - g. Safe work practices.
4. Ability to:
 - a. Recognize and take proper precautions against plant and insect diseases and pests;
 - b. Operate and supervise the operation of all types of ground maintenance and Cemetery equipment;
 - c. Read and maintain cemetery plot maps, card files, and other Cemetery records;
 - d. Plan and supervise the work of others;
 - e. Understand and carry out oral and written instructions;
 - f. Establish and maintain good public relations.

5. Valid California driver's license and driving record acceptable to District insurance carrier.

C. Essential Job Duties

1. Task: Gives supervisory direction to, and assists individual employees and crews in performing a variety of manual tasks involved in the cemetery operations;
Physical Demand: Close and distance vision; color perception; hearing; clear speech; use of hands to finger, handle or feel objects, tools or controls; walking over uneven ground; climbing; kneeling; stooping; bending; sitting; squatting; upper and lower body flexibility; standing; lifting; pushing; pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); and driving vehicle.
2. Task: Prepares work schedules, job cards and does other paperwork appurtenant to work in progress.
Physical Demand: standing; walking; close vision; use of hands to finger, handle or feel objects, tools or controls.
3. Task: Prepares reports, forms, questionnaires, etc., in response to inquiries or requirements of management.
Physical Demand: sitting; close vision; use of hands to finger, handle or feel objects, tools or controls.
4. Task: Conducts meetings of personnel to disseminate information regarding work assignments, and safety issues, such as directing Groundskeeper/Safety Officer to conduct monthly safety meetings and District safety checks.
Physical Demand: sitting; standing; speaking; hearing.
5. Task: Interacts in person or by telephone with District customers or other members of the public and responds to inquiries for information and/or receives information regarding the need for repairs to District facilities.
Physical Demand: sitting, standing; close and distance vision; walking over uneven ground; driving vehicle.
6. Task: Prepares as-built drawings of District facilities that have been constructed, repaired and/or replaced, and submits same to engineering personnel for incorporation into District's mapping system.
Physical Demand: sitting; standing; stooping; bending; squatting; climbing; close and distance vision; walking over uneven ground; use of hands to finger, handle, or feel objects, tools or controls.

D. Environment Demands

Outside: Works outside frequently in a variety of weather conditions ranging from freezing winters to +100 degrees.

Inside: Occasionally works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from construction equipment, and dust from cemetery operations.

Noise/Vibration: Moderate exposure to noise and vibration from construction tools and equipment.

E. Other Requirements

Reading: Reads technical manuals, written memos and directives, work orders, material data sheets, safety manuals, and other documents appurtenant to the operation of the District.

Writing: Writes daily work orders, reports, memos, messages, and daily payroll entries; prepares as-built sketches, and fills out other information forms.

Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Attention to Detail: High level concentration and attention to detail for extended periods of time to insure safe, efficient and productive operations.

Repetition: Minimal repetitive work.

Judgment: Ability to work independently, prioritize work and make decisions regarding correct application and implementation of work procedures. Ability to define problems collect data, establish facts, and draw valid conclusions. Ability to work with others and formulate appropriate instructions to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, and District personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others.

APPENDIX "B"
JOB DESCRIPTION – GROUNDS KEEPER/SAFETY OFFICER

A. General Job Description

Under general supervision of the cemetery foreman to perform a variety of semiskilled and skilled tasks in the maintenance, construction and beautification of cemetery grounds, buildings and other facilities and related work as required.

1. Plant, transplants, removes, fertilizes waters, cultivates, and sprays flowers, shrubs and trees: mows, trims, waters and fertilize lawns.
2. Prunes and sprays trees.
3. Operates and maintains all types of mowers and turf maintenance equipment.
4. Cleans and performs minor repairs to District buildings and related facilities.
5. Operates trucks and other construction, maintenance and beautification equipment used in cemetery operation.
6. Keeps tools and equipment in clean and safe working condition.
7. Installs and repairs sprinkler system.
8. Do all types of concrete work, including setting of markers and monuments.
9. Operates backhoe, jackhammer and compressor, small and large tractors, dirt trailers, vault-mobile and a variety of hand tools used in the opening and closing of graves.
10. Installs concrete grave liners and vaults.
11. Sets up lowering device, chairs and chapel for funeral service.
12. Assists in the location and makes graves layouts.

B. Prerequisite Qualifications

1. High school diploma or the equivalency thereof.
2. Knowledge of:
 - a. Construction and maintenance material, procedures and equipment with particular reference to cemetery operations.
 - b. Methods, tools, techniques and supplies in gardening and cemetery maintenance work.
 - c. Methods, tools, techniques and supplies used in the opening and closing of graves.
3. Ability to:
 - a. Perform semi-skilled or skilled tasks in the maintenance, construction and beautification of the cemetery grounds, buildings and other facilities.
 - b. Operate efficiently, service and maintain a variety of ground maintenance and construction equipment, including a backhoe.
 - c. Perform heavy manual labor.
 - d. Understand and carry out oral and written directions.
 - e. Work cooperatively with others.
4. Valid California driver's license and driving record acceptable to District insurance carrier.

C. Essential Job Duties

1. Task: Assist individual employees and crews in performing a variety of manual tasks involved in the cemetery operations;

- Physical Demand: Close and distance vision; color perception; hearing; clear speech; use of hands to finger, handle or feel objects, tools or controls; walking over uneven ground; climbing; kneeling; stooping; bending; sitting; squatting; upper and lower body flexibility; standing; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); and driving vehicle.
2. Task: Prepares monthly herbicide reports.
Physical Demand: Sitting; close vision; use of hands to finger, handle or feel objects, tools or controls.
 3. Task: Conducts monthly employee safety training meetings to disseminate information regarding safety issues, and monthly District facility safety inspections and provide written results and recommendations to Foreman.
Physical Demand: Sitting, standing; speaking; hearing.
 4. Task: Interacts in person or by telephone with District customers or other members of the public and responds to inquiries for information and/or receives information regarding the need for repairs to District facilities.
Physical Demand: Sitting; standing; close and distance vision; walking over uneven ground; driving vehicle.
 5. Task: Applies weed control chemicals to fence lines and around District facilities.
Physical Demand: Standing; walking; lifting and carrying (regularly up to 25 lbs., frequently up to 50 lbs.); distance vision; use of hands to finger, handle or feel objects, tools or controls; driving vehicle.
 6. Task: Assists in the repair of pipe leaks on District's irrigation system.
Physical Demand: Sitting, standing, walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle or feel objects, tools or controls; driving vehicle.
 7. Task: Assists in the locating of District facilities.
Physical Demand: Sitting; standing; close and distance vision; walking over uneven ground; use of hands to operate locating equipment; driving vehicle.
 8. Task: Assists in controlling traffic to facilitate the repair replacement, operating and maintenance of District facilities.
Physical Demand: Standing; distance vision; walking over uneven ground; speaking; hearing; use of hands to hold and manipulate signs, and to give direction to vehicle operators; driving vehicle.
 9. Task: Maintains tools and equipment.
Physical Demand: Sitting, standing, walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle or feel objects, tools or controls; driving vehicle.
 10. Task: Repair and maintenance of District buildings and grounds.
Physical Demand: Sitting, standing, walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close and distance vision; use of hands to finger, handle or feel objects, tools or controls; driving vehicle.

D. Environmental Demands

Outside: Works outside frequently in a variety of weather conditions ranging from freezing winters to +100 degrees.

Inside: Occasionally works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from construction equipment, and dust from cemetery operations.

Noise/Vibration: Moderate exposure to noise and vibration from construction tools and equipment.

E. Other Requirements

Reading: Reads technical manuals, written memos and directives, work orders, material data sheets, safety manuals, and other documents appurtenant to the operation of the District.

Writing: Writes daily work orders, reports, memos, messages, daily payroll entries, prepares as-built sketches, and fills out other information forms.

Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Attention to Detail: High level concentration and attention to detail for extended periods of time to insure safe, efficient and production operations.

Repetition: Minimal repetitive work.

Judgment: Ability to work independently, prioritize work, and make decisions regarding correct application and implementation of work procedures. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and to formulate appropriate instructions to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, and District personnel.

APPENDIX "C"
JOB DESCRIPTION – GROUNDSKEEPER

A. General Job Description

Under general supervision of the cemetery foreman to perform a variety of semiskilled and skilled tasks in the maintenance, construction and beautification of cemetery grounds, buildings and other facilities and related work as required.

1. Plant, transplants, removes, fertilizes waters, cultivates, and sprays flowers, shrubs and trees: mows, trims, waters and fertilize lawns.
2. Prunes and sprays trees.
3. Operates and maintains all types of mowers and turf maintenance equipment.
4. Cleans and performs minor repairs to District buildings and related facilities.
5. Operates trucks and other construction, maintenance and beautification equipment used in cemetery operation.
6. Keeps tools and equipment in clean and safe working condition.
7. Installs and repairs sprinkler system.
8. Do all kinds of concrete work, including setting of markers and monuments.
9. Operates backhoe, jackhammer and compressor, small and large tractors, dirt trailers, vault-mobile and a variety of hand tools used in the opening and closing of graves.
10. Installs concrete grave liners and vaults.
11. Sets up lowering device, chairs and chapel for funeral service.
12. Assists in the location and makes graves layouts.

B. Prerequisite Qualifications

1. High school diploma or the equivalency thereof.
2. Knowledge of:
 - a. Construction and maintenance material, procedures and equipment with particular reference to cemetery operations.
 - b. Methods, tools, techniques and supplies in gardening and cemetery maintenance work.
 - c. Methods, tools, techniques and supplies used in the opening and closing of graves.
3. Ability to:
 - a. Perform semiskilled or skilled tasks in the maintenance, construction and beautification of the cemetery grounds, buildings and other facilities.
 - b. Operate efficiently, service and maintain a variety of ground maintenance and construction equipment, including a backhoe.
 - c. Perform heavy manual labor.
 - d. Understand and carry out oral and written directions.
 - e. Work cooperatively with others.
4. Valid California driver's license and driving record acceptable to District insurance carrier.
5. Operate a backhoe efficiently.

C. Essential Job Duties

1. Task: Assist individual employees and crews in performing a variety of manual tasks involved in the cemetery operations;
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- Physical Demand: Close and distance vision; color perception; hearing; clear speech; use of hands to finger, handle, or feel objects, tools or controls; walking over uneven ground; climbing; kneeling; stooping; bending; sitting; squatting; upper and lower body flexibility; standing; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); and driving vehicle.
2. Task: Interacts in person or by telephone with District customers or other members of the public and responds to inquiries for information and/or receives information regarding the need for repairs to District facilities.
Physical Demand: Standing; walking; lifting and carrying (regularly up to 25 lbs., frequently up to 50 lbs.); distance vision; use of hands to finger, handle or feel objects, tools or controls; driving vehicle.
 3. Task: Assists in the repair of pipe leaks on District's irrigation system.
Physical Demand: Sitting, standing, walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle or feel objects, tools or controls; driving vehicle.
 4. Task: Assists in the locating of District facilities.
Physical Demand: Sitting; standing; close and distance vision; walking over uneven ground; use of hands to operate locating equipment; driving vehicle.
 5. Task: Assists in controlling traffic to facilitate the repair replacement, operating and maintenance of District facilities.
Physical Demand: Standing; distance vision; walking over uneven ground; speaking; hearing; use of hands to hold and manipulate signs, and to give direction to vehicle operators; driving vehicle.
 6. Task: Maintains tools and equipment.
Physical Demand: Sitting, standing, walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle or feel objects, tools or controls; driving vehicle.
 7. Task: Repair and maintenance of District buildings and grounds.
Physical Demand: Sitting, standing, walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close and distance vision; use of hands to finger, handle or feel objects, tools or controls; driving vehicle.

D. Environmental Demands

Outside: Works outside frequently in a variety of weather conditions ranging from freezing winters to +100 degrees.

Inside: Occasionally works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from construction equipment, and dust from cemetery operations.

Noise/Vibration: Moderate exposure to noise and vibration from construction tools and equipment.

E. Other Requirements

Reading: Reads technical manuals, written memos and directives, work orders, material data sheets, safety manuals, and other documents appurtenant to the operation of the District.

Writing: Writes daily work orders, reports, memos, messages, daily payroll entries, prepares as-built sketches, and fills out other information forms.

Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Attention to Detail: High level concentration and attention to detail for extended periods of time to insure safe, efficient and production operations.

Repetition: Minimal repetitive work.

Judgment: Ability to work independently, prioritize work and make decisions regarding correct application and implementation of work procedures. Ability to define problems collects data, establish facts, and draw valid conclusions. Ability to work with others and to formulate appropriate instructions to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, and District personnel.

APPENDIX "D"
JOB DESCRIPTION – ADMINISTRATIVE ASSISTANT

A. General Job Description

Under the District General Manager's direction, to perform secretarial, accounting and general office work in accordance with established policies, and to do related work as required, as a "confidential" employee. Duties and responsibilities are:

1. Perform District secretarial work, including typing of letters, memorandums, reports, and other materials;
2. Compose and types correspondence applying a knowledge of District operation and regulations;
3. Maintain general office files;
4. Has responsibility for accounting functions of the District and knowledge of specialized accounting techniques;
5. Makes decisions with respect to the classification of source documents;
6. Participates in maintaining a variety of financial records and reports;
7. Analyzes and interprets accounts and prepares warrants for same;
8. Participate in posting and encumbrance procedures;
9. Maintains special cost accounts and prepares special financial reports;
10. Makes adjusting and closing entries and makes trial balances;
11. Makes arrangements for funeral services with general public and funeral directors;
12. Maintains records and maps in connection with funeral services, sale of plots, and other District services;
13. Prepares certificates of burial rights;
14. Receives cash for sales and services, maintaining accurate records and prepares deposits;
15. Handles petty cash transactions;
16. Assists the General Manager with monthly Board of Trustees meeting and keeps minutes of all Board Meetings.
17. Maintains District personnel files and records.
18. Other duties as assigned.

B. Prerequisite Qualifications

Associate degree in accounting or business, or the equivalency thereof.

Knowledge of accounting principles.

Ability to accurately type at a minimum speed of 40 words per minute.

Ability to proficiently use, or quickly learn the latest edition of District's word processing software.

Ability to proficiently use, or quickly learn the latest edition of District's spreadsheet software.

1. Knowledge of:
 - a. Methods, practices, and terminology used in financial and budgetary work;
 - b. Office practices and procedures;
 - c. District operations and established policies;
 - d. Office machines and equipment.

2. Ability to:
 - a. Prepare ledger and journal entries affecting revenue and expenditure accounts;
 - b. Prepares and make employees payroll;
 - c. Analyze and interpret fiscal and accounting records and date and prepare reports;
 - d. Perform difficult financial clerical work requiring the use of independent judgment and initiative;
 - e. Operate computers, calculating, adding and duplicating machines;
 - f. Perform responsible and difficult secretarial and clerical work involving the use of independent judgment and requiring accuracy and speed
 - g. Conduct correspondence without review, using good grammar, spelling and vocabulary;
 - h. Analyze accurately and adopt an effective course of action;
 - i. Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and fairness;
 - j. Maintain records and files.

C. Essential Job Duties.

1. Task: Operates computer, adding machine, FAX machine, cash register, postage machine, mail opening machine, form, buster, stapler, copy machine, hole punch, document binding machine.
Physical Demand: Sitting; standing; twisting; walking; lifting, pushing, pulling and carrying (up to 25 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger; handle or feel objects, tools or controls.
2. Task: Audits and corrects time sheets and prepares payroll.
Physical Demand: Sitting; walking; close vision; use of hands to finger, handle, or feel objects, tools or controls.
3. Task: Processes invoices for payment and produces warrant register and related accounts payable reports.
Physical Demand: Sitting, walking, close vision, use of hands to finger, handle or feel objects, tools or controls.
4. Task: Prepares or audits quarterly IRS payroll reports and W-2 statements.
Physical Demand: Sitting, walking, close vision, use of hands to finger, handle or feel objects, tools or controls.
5. Task: Inputs journal entries to general ledger.
Physical Demand: Sitting, close vision, use of hands to finger, handle or feel objects, tools or controls.
6. Task: Filing, typing checks and other reporting forms.
Physical Demand: Sitting; standing; twisting; walking; lifting, pushing, pulling and carrying (up to 25 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle or feel objects, tools or controls.
7. Task: Assistance of and interaction with customers, vendors, contractor, consultants, etc., in office and by telephone.
Physical Demand: Sitting; standing; walking, kneeling; stooping bending; squatting; close vision; speaking; hearing; use of hands to write, type and use telephone.

8. Task: Mail pickup and delivery, and general courier services.
Physical Demand: Sitting, standing, walking; close and distance vision; speaking; hearing; use of hands to finger, handle or feel objects, tools or controls; driving vehicle.

D. Environmental Demands

Outside: May occasionally work outside in a variety of weather conditions ranging from freezing temperatures to +100 degrees.

Inside: Almost always works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to various colognes/perfumes and fumes/dust from printing cartridges.

Noise/Vibration: None.

E. Other Requirements

Reading: Reads letters, reports, memos, messages, complex financial documents, operating manuals for office equipment.

Writing: Writes reports, letters, memos, messages; fills out form and documents.

Math: Ability to perform complex math and accounting calculations. Ability to apply concepts such as fractions, percentages, ratios, proportions, and statistics to practical situations.

Attention to Detail: High level concentration and attention to detail for extended periods of time required to produce reports, correspondence and documents.

Repetition: Routine daily work practices, including keyboarding and operation of other office machines, filing, posting, etc.

Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same in the context of being a "confidential" employee. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and formulate appropriate instructions to achieve desired goals.

Social Skills: Ability to cooperatively with member of the public, and District personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others.

APPENDIX "E"
JOB DESCRIPTION – MAINTENANCE WORKER

A. General Job Description

Under general supervision of the cemetery foreman or safety officer to perform a variety of semiskilled tasks in the maintenance and beautification of cemetery grounds, buildings, other facilities, and related work as required. Plant, transplant, stake, remove and prune tree roses or trees. Work assignments will be temporary in nature and shall not exceed six (6) months in a calendar year unless required otherwise by CalPERS or State Law in order to remain a temporary non-regular employee.

1. Operates and maintains weed eater and hedge trimmers.
2. Clean and perform household cleaning of District facilities.
3. Maintains tools and equipment in clean and safe working conditions.
4. Installs and repairs sprinkler systems.
5. Sets up lowering device, chairs and chapel for funeral services.

B. Prerequisite Qualifications

1. High school diploma or the equivalency thereof.
2. Knowledge of methods, tools, techniques and supplies in gardening and/or cemetery maintenance.
3. Ability to:
 - a. Perform semiskilled tasks in the maintenance and beautification of the cemetery grounds, buildings, and other facilities.
 - b. Operate efficiently, service and maintain a variety of grounds maintenance equipment, including but not limited to, weed eater or hedge trimmers.
 - c. Perform heavy manual labor.
 - d. Understand and carry out oral and written directions.
 - e. Work cooperatively with others.
4. Valid California driver's license and driving record acceptable to District's insurance carrier.

C. Essential Job Duties

1. Task: Assist individual employees and crews in performing a variety of manual tasks in the cemetery operations.
Physical Demand: Close and distance vision; color perception; hearing; clear speech; use of hands to finger, handle or feel objects, tools or controls; walking over uneven ground; climbing; kneeling; stooping; bending; sitting; squatting; upper and lower body flexibility; standing, pushing, pulling and carrying (regularly up to 25 lbs, frequently up to 50 lbs. and infrequently up to 100 lbs).
2. Task: Interacts in person with District customers or other members of the public and responds to inquires for information and/or receives information regarding the need for repairs to District facilities.
Physical Demand: Standing; walking; lifting, and carrying (regularly up to 25 lbs, frequently up to 50 lbs. and infrequently up to 100 lbs); close and distance vision; use of hands to finger, handle or feel objects, tools or controls.

3. Task: Assists in repair of pipe leaks on District irrigation system.
Physical Demands: Sitting, squatting, upper and lower body flexibility; standing pushing, pulling and carrying (regularly up to 25 lbs, frequently up to 50 lbs, and infrequently up to 100 lbs); kneeling; stopping; bending; sitting; squatting; close and distance vision; use of hands to finger, handle or feel objects, tools or controls.
4. Task: Maintains tools and equipment.
Physical Demands: Sitting, squatting, upper and lower body flexibility; standing pushing, pulling and carrying (regularly up to 25 lbs, frequently up to 50 lbs, and infrequently up to 100 lbs); kneeling; stopping; bending; sitting; squatting; close and distance vision; use of hands to finger, handle or feel objects, tools or controls.
5. Task: Repair and maintenance of District buildings and grounds.
Physical Demands: Sitting, squatting, upper and lower body flexibility; standing pushing, pulling and carrying (regularly up to 25 lbs, frequently up to 50 lbs, and infrequently up to 100 lbs); kneeling; stopping; bending; sitting; squatting; close and distance vision; use of hands to finger, handle or feel objects, tools or controls.

D. Environmental Demands

1. *Outside:* Works outside frequently in a variety of weather conditions ranging from freezing winters to 100+ degree summers.
2. *Inside:* Occasionally works indoors in temperature-controlled environment.
3. *Fumes/Gases:* Possible exposure to fumes from maintenance equipment and dust from cemetery operations.
4. *Noise/Vibration:* Moderate exposure to noise and vibration from maintenance tools and equipment.

E. Other Requirements

1. *Reading:* Reads technical manuals, written memos and directives, work orders, safety manuals, and other appurtenant of operation of District business.
 2. *Writing:* Writes daily work orders, reports, memos, messages, daily payroll entries, and fills out other information forms.
 3. *Math:* Ability to perform basic math calculations.
 4. *Attention to Detail:* High level concentration and attention to detail for extended periods of time to ensure safe, efficient and production operations.
 5. *Repetition:* Minimal repetitive work
 6. *Judgment:* Ability to work independently, prioritize work and make decisions regarding correct application and implementation of work procedures. Ability to work as a team member to achieve desired goals.
 7. *Social Skills:* Ability to relate cooperatively with members of the public and District personnel.
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APPENDIX "F"
JOB DESCRIPTION – ADMINISTRATIVE CLERK

A. General Job Description

Under the Administrative Assistant's direction, perform secretarial and general office work in accordance with established District procedures. Work assignments will be temporary in nature and shall not exceed six (6) months in a calendar year unless required otherwise by CalPERS or State Law in order to remain a temporary non-regular employee. Duties and responsibilities are:

1. Perform District secretarial work, including use of a computer, typing, filing, and answering phones and greeting the public.
2. Maintain and copy Historical District office files.
3. Other duties as assigned.

B. Prerequisite Qualifications

1. Knowledge of:
 - a. Office practices and procedures.
 - b. Office machines and equipment.
 - c. Office computers; calculating, adding and duplication machines; and telephones.
2. Ability to:
 - a. Proficiently use or quickly learn the latest edition of Microsoft Office software.
 - b. Accurately type at a minimum speed of 40 words per minute.
 - c. Organize and maintain District records and files.

C. Essential Job Duties

1. Task: Operate computer, adding machines, FAX machine, stapler, copy machine, hole punch, and different document binding machines.
Physical Demands: Sitting; standing; twisting; lifting; pushing; pulling; and carrying (up to 25 lbs); kneeling; stooping; bending; squatting; close vision; use of hands to finger; handle or feel objectives, tools or controls.
 2. Task: Copying, filing, typing, and forms.
Physical Demands: Sitting; standing; twisting; walking; lifting; pushing; pulling; and carrying (up to 25 lbs); kneeling; stooping; bending; squatting; close vision; use of hands to finger; handle or feel objectives, tools or controls.
 3. Task: Assistance of and interaction with customers, employees, vendors, contractors, etc., in office and by phone.
Physical Demands: Sitting; standing; twisting; walking; kneeling; stooping; bending; squatting; close vision; speaking; hearing; use of hands to write, type, and use phone.
-

D. Environmental Demands

1. Outside: Occasionally work in a storage facility or shop where weather conditions range from freezing temperatures to +100 degrees.
2. Inside: Mostly works indoors in a temperature-controlled environment.
3. Fumes/gases/dust: Some exposure to various colognes/perfumes, equipment exhausts, and dust.
4. Noise: Moderate exposure to shop equipment noises.

E. Other Requirements

1. Reading: Reads letters, reports, memos, messages, and operating manuals for office equipment.
2. Writing: Writes reports, letters, memos, and messages.
3. Math: Ability to perform simple additions, subtractions, multiplications, and divisions.
4. Attention to Detail: Moderate level of concentration and attention to details for extended periods of time to analyze, organize, copy District documents, and store information on District's computer media.
5. Repetition: Routine daily work practices, including computer use, keyboarding and operation of other office machines, filing, postings, etc.
6. Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work; work in the context of being a "confidential" employee; and work with others and formulate appropriate instructions to achieve desired outcome.
7. Social Skills: Ability to work cooperatively with members of the public, vendors, and District employees.
8. Communications Skills: Ability to quickly organize and communicate thoughts orally and writing, and communicate with others.

Sanger/Del Rey Cemetery District

[10]

Agenda – Supporting Data
For the meeting of
April 17, 2024

SUBJECT: REPORTS

SUMMARY:

This item provides time for reports by the General Manager and Board Consultants.

BACKGROUND:

During the Board meeting, various reports are provided by the General Manager and Board Consultants. This item allows those individuals to provide a summary report as necessary.

FINDINGS:

- A) *Cemetery Operations – Information*
Update on cemetery operations.
- B) *Ewing Irrigation – Information*
Ewing Irrigation pipe update.

RECOMMENDED ACTION:

None

Respective fully submitted,

Ken Sonksen
General Manager

Sanger/Del Rey Cemetery District

[11]

Agenda – Supporting Data
For the meeting of
April 17, 2024

**SUBJECT: CLOSED SESSION –
SUMMARY:**

None needed.

BACKGROUND:

None needed.

FINDINGS:

None applicable.

RECOMMENDED ACTION:

None.

Sanger/Del Rey Cemetery District

[12]

Agenda – Supporting Data
For the meeting of
April 17, 2024

SUBJECT: OTHER BUSINESS

SUMMARY:

An opportunity for various meeting participants to express matters of concern not otherwise addressed in the Agenda.

BACKGROUND:

Public entities are required to provide an opportunity for those who attend their public meetings to express concerns that are not otherwise addressed in the Agenda.

Sanger/Del Rey Cemetery District provides this opportunity for all participants to express such concerns, in the following order:

1. The public
2. The consultants
3. The district staff
4. The General Manager
5. The Trustee's

No action may be taken on an item raised in this report of the meeting, except that the Trustee's may direct that any item it deems appropriate, be placed on a subsequent agenda.

FINDINGS:

None

RECOMMENDED ACTION:

No action is required.