

**MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES
SANGER/DEL REY CEMETERY DISTRICT
May 21, 2025**

The Board of Trustees of the Sanger/Del Rey Cemetery District met for its Board Meeting on May 21, 2025 at the Sanger/Del Rey Cemetery District office Boardroom, Sanger, California.

The following were present:

Trustees:

Mark Johnson, President
Rene Gonzalez, Secretary

Staff:

Ken Sonksen, General Manager
Teri Lowrey, Administrative Assistant
Samantha Araujo, Administrative Assistant

Consultants:

Meggin Boranian, District Counsel, Fike Boranian

Item 1.0 – Call to Order

President Johnson called the meeting together with a quorum at 1:00 p.m. Trustee Bubenik was at a CSDA Legislative Days event with an excused absence.

Item 2.0 – Recognize and Hear from Visitors

None.

Item 3.0 – Communications/Correspondence

None.

Item 4.0 – Consent Agenda

- 4a. Minutes – April 16, 2025
- b. Meeting schedule.

A motion was made to approve the consent agenda.

MSC Gonzalez/Johnson 2 ayes

Item 5.0 – Bills Paid/Deposits Received

The bills paid/deposits received for April were presented.

A motion was made to ratify the bills paid/deposits received in April.

MSC Gonzalez/Johnson 2 ayes

Item 6.0 – Conferences/Education Schedule

GM Sonksen gave a verbal report on the upcoming conferences.

Item 7.0 – Resolution Number 2502 – Adopting Changes to Policy – 106 District Personnel Organization (including Appendix A) and; Policy 227 – Job Descriptions (including Appendix G).

GM Sonksen reported on changes to District Policy Handbook.

Policy 106 – District Personnel Organization.

106.7 – Allows the GM the option to promote employees to a current job opening based on education, experience, training, satisfactory work performance and approved funding in the District's budget.

106.8 - Employees are considered to be "at will".

Appendix A – An updated Organization Chart that includes the additions of Administrative Clerk, and Maintenance Workers.

Policy 227 – Job Descriptions

Appendix "G" – Adds the job description of General Manager.

GM Sonksen and General Counsel Boranian explained the additions and changes to the Policies.

A motion was made to approve the additions to the policies and authorize President Johnson to execute Resolution 2502 – Adopting Changes to Policy 106 – District Personnel Organization (including Appendix A) and; Policy 227 – Job Descriptions (including Appendix G). (See attachment).

MSC Gonzalez/Johnson 2 ayes

Item 8.0 – Budget to April 2025

Administrative Assistant Lowrey gave a verbal report. She presented the Budget to April 2025. She stated the expenses were \$ 1,158,350 for 89% of the proposed budget and income received of \$ 1,173,625 for 90% of estimated income. The Board asked questions and Administrative Assistant Lowrey answered them.

Item 9.0 – Reports

Cemetery Operations - GM Sonksen gave a verbal report. He reported that over the Mothers Day holiday many families came out to visit and the holiday was a success.

Memorial Day Service – GM Sonksen stated this year’s annual Memorial Day service will be held on Monday, May 26th at 11:00.

Administrative Assistant – Samantha Araujo was introduced to the Trustees as the new Administrative Assistant to replace Teri Lowrey.

Item 10.0 – Closed Session

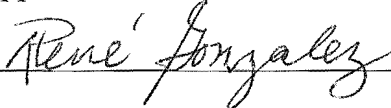
The Board went into Closed Session for GC Section 54957 General Manager at 1:37 p.m. The Board came out of Closed Session at 2:27 p.m. They reported that there was direction given and nothing to report.

Item 11.0 – Other Business

None.

At 2:28 p.m. on May 21, 2025 the Meeting of the Board of Trustees was adjourned.

Approved:



Rene Gonzalez, Secretary



Date

NEXT MEETING OF THE BOARD OF TRUSTEES

June 18, 2025 – Tentative Meeting, Sanger, CA