# MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES SANGER/DEL REY CEMETERY DISTRICT July 24, 2023

The Board of Trustees of the Sanger/Del Rey Cemetery District met for its Board Meeting on July 24, 2023 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

#### Staff:

Ken Sonksen, General Manager Teri Lowrey, Administrative Assistant

#### Consultants:

Meggin Boranian, District Counsel, Fike & Boranian

# Item 1.0 - Call to Order

President Johnson called the meeting together at 1:32 p.m.

### <u>Item 2.0 – Recognize and Hear from Visitors</u>

None.

### <u>Item 3.0 – Communications/Correspondence</u>

None.

# Item 4.0 - Consent Agenda

4a. Minutes – April 19, 2023 and May 1, 2023.

4b. Meeting schedule.

A motion was made to approve the consent agenda.

MSC Bubenik/Gonzalez 3 ayes

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# Item 5.0 - Bills Paid/Deposits Received

The bills paid/deposits received for April, May and June were presented.

A motion was made to ratify the bills paid/deposits received in April, May and June.

MSC Bubenik/Gonzalez 3 ayes

#### Item 6.0 – Conferences/Education Schedule

GM Sonksen gave a verbal report on the upcoming conferences.

Item 9.0 – Budget 2023/24 and Item 8.0 – Cost of Living Adjustment were moved up

#### Item 9.0 - Budget 2023/24

GM Sonksen gave a verbal report. He reported that services were again higher this year than the normal average. He explained the budget preparation that included using a conservative number of service fees of 225 and actual expenses from the 2022/23 budget year with known increases added. Also added in the proposed budget is 1) Service fee increase of 3%; 2) Employee COLA of 5%; and, 3) Fixed Asset Purchases of a columbarium, expansion water lines and sprinklers, baby lowering device, Kubota Cart, Aerovator and a lawn mower.

The District is waiting on the final financial numbers for 2022/23 from Fresno County, along with the 2022/23 audit by Adair & Evans. The 2023/24 budget will be revisited and revised as needed.

A motion was made to adopt Resolution No. 2305 Sanger/Del Rey Cemetery District Adopting Final Budget For 2023/24 and approve the Final Budget.

MSC Gonzalez/Bubenik 3 ayes

### Item 8.0 Cost of Living Adjustment

GM Sonksen gave a verbal report. He reported based on the Consumer Price Index (CPI) the cost of living adjustment (COLA) was 7/4%. The proposed 2023/24 Budget includes a 5% COLA retroactive July 1<sup>st</sup> adjustment. The Board asked questions and GM Sonksen answered them.

A motion was made to adopt Resolution No. 2304 Sanger/Del Rey Cemetery District Adopting a District Employee Pay Schedule and Authorize President Johnson to execute.

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<u>Item 7.0 – Charges For Services</u>
GM Sonksen gave a verbal report. He proposed a 3% increase for service fees. The Board asked questions and GM Sonksen answered them.

A motion was made to adopt Resolution No. 2303 Sanger/Del Rey Cemetery District Adopting Charges for Services and authorize the changes to be effective August 1, 2023.

MSC	Gonzalez/Bubenik	3 ayes
	Adult Interment	\$ 1,150.00
	Open/Close	\$ 1,150.00
	Open/Close Upright	\$ 1,180.00
	Infant Interment	\$ 575.00
	Open/Close	\$ 575.00
	Cremated Interment	\$ 1,150.00
	Open/Close	\$ 575.00
	Adult Disinterment	\$ 3,750.00
	<b>Infant Disinterment</b>	\$ 1,875.00
	Cremated Remains	\$ 490.00
	Single Marker	\$ 370.00
	Double Marker	\$ 425.00
	Upright Single	\$ 380.00
	Upright Double	\$ 435.00
	Vases	\$ 40.00
	Niche Service Fee	\$ 240.00
	Niche Engraving	\$ 300.00
	Niche Picture	\$ 325.00
	Niche Rows 1 & 2	\$ 1,645.00
	Niche Rows 3 & 4	\$ 1,295.00
	Niche Bottom Row	\$ 1,050.00

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#### <u>Item 10.0 – Military Headstone Identification</u>

GM Sonksen gave a verbal report. He reported that there are around 700 veterans that are buried in District cemeteries that do not have military headstones. On Memorial Day, veteran organizations will place flags on veterans with military stones. The Board discussed different solutions in order to identify the veterans without military stones. Ideas presented included 1) a brass medallion placed in the concrete collar of every veteran, at a cost of approximately \$ 14700; 2) This day forward offering a brass medallion families could purchase along with their setting fee, and; 3) Painting, stamping or placing a sticker on veterans concrete collars. The Board asked questions and GM Sonksen addressed them. Direction was given to continue exploring options available.

#### Item 11.0 Reports

a) Cemetery Operations - Information

GM gave a verbal report. He reported on cemetery operations that included the heat the valley currently experiencing.

# b) Adair & Evans - Motion to Authorize

GM Sonksen gave a verbal report. He reported that Adair & Evans will be conducting the 2022/23 audit.

A motion was made to Authorize the Board President to Execute the Engagement Letter.

**MSC** 

Gonzalez/Bubenik

3 ayes

# <u>Item 12.0 – Closed Session</u>

The Board went into closed session at 2:41 p.m. The Board came out of closed session at 3:00 p.m. and responded the following:

Board President Johnson announced - CRD matter -202306 McCormick et all claim has been denied by the Board of Trustees.

**MSC** 

Gonzalez/Bubenik

3 ayes

# <u>Item 13.0 - Review and Consideration of Compensation of General Manager</u>

President Johnson gave a report. He reported that GM Sonksen had not received a merit increase during his employment with the District and is years overdue for a merit increase.

A motion was made to move GM Sonksen to Step 13 effective retroactively to July 1, 2023.

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MSC Johnson/Gonzalez

<u>Item 14.0 – Other Business</u>

None.

At 3:03 p.m. on July 24, 2023 the Meeting of the Board of Trustees was adjourned.

3 ayes

Approved:

Rene Gonzalez, Secretary

NEXT MEETING OF THE BOARD OF TRUSTEES

September 20, 21023 - Regular Meeting, Sanger, CA

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