

# Sanger/Del Rey Cemetery District

Regular Meeting – Board of Trustee’s  
March 20, 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>
<b>1. Call to Order</b> – Determination of quorum – President	
<b>2. Recognize and Hear From Visitors</b>	
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.	
<b>3. Communications/Correspondence</b> None.	Information
<b>4. Consent Agenda:</b> The following items will be Approved as one item if they are not excluded from the motion adopting the consent.	<b>Motion to Approve</b> Consent Calendar
<b>(a) Minutes</b> – Review/amend and approve Minutes of the prior meeting – January 17, 2024	<b>Motion to Approve</b> Information
<b>(b) Meeting Schedule</b> – 2024 Review meeting dates	
<b>5. Bills Paid/Deposits Received</b> Review and ratify bills paid/deposits received in January and February.	<b>Motion to Ratify</b>

<u><b>AGENDA ITEM</b></u>	<u><b>Staff Recommended Action</b></u>
<b>6. Conference/Education Schedule</b> Review for information	Information

**NEW BUSINESS –**

<b>7. General Manager Evaluation Notification</b> Board of Trustees Discussion Regarding GM’s Evaluation <i>(General Manager)</i>	Information
<b>8. District Summer Work Force</b> Adopt Resolution 2401 -Adopting a Summer Workforce Plan, District Organization Chart, Non-Regular Semi Skilled Maintenance Worker and Administrative Clerk Job Descriptions and Employee Pay Schedule <i>(General Manager)</i>	<b>Motion to Approve</b>
<b>9. Reports</b> a) Cemetery Operations	Information
<b>10. CLOSED SESSION -</b>	

**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.

(1) Conference with Legal Counsel – Anticipated litigation (Cal.Govt. Code.Sec. 54956.9(d)(3). One (1)case.

**11. OTHER BUSINESS**

Comments:

(a) Public	Information
(b) Staff	Information
(c) Management	Information
(d) Trustee’s	Information

**12. ADJOURNMENT –**

**Motion to Approve**



# Sanger/Del Rey Cemetery District

[2]

Agenda – Supporting Data  
For the meeting of  
March 20, 2023

**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  
March 20, 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  
March 20, 2024

**SUBJECT:** BOARD MINUTES OF JANUARY 17, 2024

**SUMMARY:**

Review and consider approving the draft of the minutes of the January 17, 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:

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Ken Sonksen, General Manager

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# MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES SANGER/DEL REY CEMETERY DISTRICT January 17, 2024

The Board of Trustees of the Sanger/Del Rey Cemetery District met for its Board Meeting on January 17, 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:**

Garry Riezebos, CPA, Adair & Evans  
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 1:35 p.m.

*Move up Item 7.0 Adair & Evans – Audit Report*

**Item 7.0 Adair & Evans – Audit Report 2022/23**

Garry Riezebos, CPA of Adair & Evans gave an overview of the 2022/23 Audit. He presented a clean opinion for the 2022/23 Audit. He also informed the Board that the net position of the District had increased in 2022/23.

As in prior year audits, the Management Letter pointed out the limited number of District accounting staff. The Board, Legal Counsel, and CPA discussed District procedures for collecting, depositing, and reporting all monies collected at the office. The procedure includes: 1) All daily monies collected are reported in the regularly scheduled board





**Item 8.0 – Reports**

*Cemetery Operations:*

GM Sonksen reported that services have slowed down back to normal numbers. He informed the Board that groundkeepers are currently in the process of pruning the District tree roses.

*Expansion Sprinkle Addition:*

GM Sonksen reported the sprinkler addition has been completed on the expansion Peach Blossom area including the final walk thru. Mapping and planting of the area is due to begin in early spring.

**Item 9.0 – Closed Session**

The Board went into closed session at 2:03 p.m. The Board came out of closed session at 2:19 p.m. and announced there was nothing to report.

**Item 10.0 – Other Business**

None.

At 2:20 p.m. on January 17, 2024 the Meeting of the Board of Trustees was adjourned.

**Approved:** \_\_\_\_\_  
Date

\_\_\_\_\_  
Rene Gonzalez, Secretary

**NEXT MEETING OF THE BOARD OF TRUSTEES**

**March 20, 2024 – Regular Meeting, Sanger, CA**

# Sanger/Del Rey Cemetery District

[4.b]

Agenda – Supporting Data  
For the meeting of  
March 20, 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

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Ken Sonksen, General Manager

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

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

# Sanger/Del Rey Cemetery District

[5]

Agenda – Supporting Data  
For the meeting of  
March 20, 2024

**SUBJECT:** BILLS PAID/DEPOSITS RECEIVED

**SUMMARY:**

Request for Board review and ratification of bills paid and deposits received during January & February 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

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Teri Lowrey, Secretary/Bookkeeper

January 2024  
Cash Received

Bank Deposit	Deposit Date	Receipts	Cash	Date	Received From	Deceased
		283190	\$ 1,450.00	2-Jan	Rita Garza	(1)Grave 120-5-3
		283191	\$ 410.00	2-Jan	Willie M. McGee Trust	McGee (1)
		283192	\$ 420.00	2-Jan	Rosa Lopez	Albert G. Lopez (1)
		283193	\$ 435.00	2-Jan	Steve Masaoka	Masaoka (0)
		283194	\$ 2,900.00	2-Jan	Maximiliano Sosa	(2)Graves 125-7-2 & 4
		283195	\$ 465.00	2-Jan	Richard Rios	Daniel Rios (1)
		283196	\$ 1.02	2-Jan	US Trea	941 Refund
		283197	\$ 3,084.72	5-Jan	Christine Bourbon	Inurn John Bourbon
\$ 9,165.74	5-Jan					
		283198	\$ 2,900.00	5-Jul	Claudio Leyva	(2)Graves 120-7-1 & 3
		283199	\$ 1,450.00	5-Jan	Corina Leyva	(1)Grave 120-7-5
\$ 4,350.00	5-Jan					
		283200	\$ 1,789.34	8-Jan	Harold Espinoza	Partial Payment Inter Berta Muniz
		82801	\$ 4,649.72	8-Jan	Mass Mutual	Inurn Connie Pennington & 47C-6-8
		82802	\$ -	8-Jan	Void	
		82803	\$ 30.34	8-Jan	Blanca Chaidez	Final for Inter George Chaidez
		82804	\$ 2,308.34	10-Jan	Wallin Funeral Homes	Inter Esperanza Alvarado
		82805	\$ 1,861.47	10-Jan	Javier Ochoa Renteria	Inter Luna & Evelyn Ochoa Meraz
		82806	\$ 4,453.34	10-Jan	Jose Tello	Inter Mario Tello
		82807	\$ 3,003.34	10-Jan	Ronald Wallace	Inter Virginia Wallace
		82808	\$ 435.00	10-Jan	Benjamin Minter Trustee	Minter (0)
		82809	\$ 2,308.34	11-Jan	Crystal Macias	Inter Francisco Macias
		82810	\$ 3,469.07	11-Jan	Randy Valentine	Inter Josie Valentine
		82811	\$ 1,450.00	11-Jan	Gloria Fernandez	(1)Grave 120-11-6
		82812	\$ 2,278.34	11-Jan	Adam Raibfogel	Inter Gail Harris
		82813	\$ 1,450.00	11-Jan	Veronica de la Hoya Chavez	(1)Grave 126-3-11
\$ 29,486.64	11-Jan					
		82814	\$ 4,025.27	12-Jan	Darlene Stuckey	Inter Virginia Sweet
		82815	\$ 4,464.07	12-Jan	Gloria Madsen	Inter Gloria Madsen
		82816	\$ 450.00	16-Jan	Brianna Rodriguez	Jose Anthony Rodriguez (0)
		82817	\$ 2,482.88	16-Jan	American Rep Payee Service	Inurn John Campos & (0)
		82818	\$ 2,575.27	16-Jan	Francisco Javier Palma	Replace Check Palma
		82819	\$ 489.00	17-Jan	Thomas Marcom	Final Pymt Inter Berta Muniz
		82820	\$ 4,250.00	17-Jan	Damian Valle	Inter Vidal Valle Rangel
		82821	\$ 515.00	18-Jan	Eleanor Ballin	Ballin Dbl (2)
\$ 19,251.49	19-Jan					
		82822	\$ 1,812.88	19-Jan	Raymond Bird	Inurn Bobbie Bird
		82823	\$ 370.00	22-Jan	Olga Contreras	Edith Gomez (0)
		82824	\$ 380.00	22-Jan	Maria Isabel Velazquez	Tafolla (0)

January 2024  
Cash Received

Bank	Deposit	Receipts	Cash	Date	Received From	Deceased
Deposit	Date					
		82825	\$ 3,303.34	23-Jan	Gidget Harris	Inter Iris Childs
		82826	\$ 1,450.00	23-Jan	Soyla V. Fuentes	(1)Grave 125-9-5
		82827	\$ 3,758.34	24-Jan	Mary Gaona	Inter Francisco Gaona
		82828	\$ 2,605.27	25-Jan	Isabel Chavez De Leon	Inter Rosea Maria Chavez
		82829	\$ 3,003.34	25-Jan	Norman Schumacher	Inter Irene Hansen
		82830	\$ 5,295.27	25-Jan	Sarah Diaz	Inter Huber Diaz Dbl (2)
\$ 21,978.44	26-Jan					
			\$ 81,517.31			

February 2024  
Cash Received

Bank Deposit	Deposit Date	Receipts	Cash	Date	Received From	Deceased
		82831	\$ 1,934.72	26-Jan	Henry J. Fierro	Inurn Henry Fierro Jr.
		82832	\$ 40.00	29-Jan	Leticia Martinez	Lara (1)
		82833	\$ 4,055.27	29-Jan	Beatriz Cabellas	Inter Camerino Melchor
		82834	\$ 8,514.07	29-Jan	Susan Medina	Inter Edward Medina 120-15-7 & 11
		82835	\$ 2,278.34	29-Jan	Teodoro Villarreal Jr.	Inter Herminia Villarreal
		82836	\$ 2,575.27	30-Jan	Juan Soto	Inter Baudencio Soto
		82837	\$ 2,605.27	31-Jan	Julia Flores	Inter Raquel De Flores
		82838	\$ 2,278.34	31-Jan	Maria Anaya	Inter Daniel Pizarro
		82839	\$ 3,003.34	1-Feb	Wanda Hill	Inter Horace Eugene Hill
		82840	\$ 1,387.88	2-Feb	Cyndi Bailey	Inurn Charles Fox
\$ 28,672.50	2-Feb					
		82841	\$ 1,450.00	2-Feb	Marcos O. Ponce	(1)Grave 125-16-6
		82842	\$ 1,450.00	5-Feb	Alaniz Trucking	(1)Grave 125-3-9
		82843	\$ 4,800.00	6-Feb	Amador Montemayor	Purchase Kubota Cart
		82844	\$ 465.00	7-Feb	Sandy Herron	Herron (1)
		82845	\$ 4,453.34	7-Feb	Kathleen Davis	Inter Conrad Davis
		82846	\$ 3,758.34	8-Feb	Daniella Rico Munoz	Inter John David Rico
		82847	\$ 1,100.00	8-Feb	Natalie Sanchez	Partial Pymt Inurn Ida Nieto
		82848	\$ 1,450.00	8-Feb	Dora Salas	(1)Grave 125-7-1
\$ 18,926.68	9-Feb					
		82849	\$ -		Void	
		82850	\$ 5,208.34	9-Feb	Estella A. Gonzalez	Inter Elvira Acevedo (1)Grave 125-7-11
		82851	\$ 1,450.00	9-Feb	Javier M. Amezcuita	(1)Grave 125-9-4
\$ 6,658.34	9-Feb					
		82852	\$ 1,450.00	12-Feb	Yolanda Ybarra	(1)Grave 121-9-8
		82853	\$ 380.00	12-Feb	Diana Calderon Trust	Calderon (0)
		82854	\$ 3,758.34	12-Feb	Monica Guzman	Inter Geronimo Guzman Mares
		82855	\$ 465.00	13-Feb	Anita Recek	Recek (1)
		82856	\$ 3,003.34	13-Feb	Sandra Powers	Inter Leslie Stover
		82857	\$ 450.00	13-Feb	Remberto A. Zamora	Jose A. Meza (2)
		82858	\$ 425.00	13-Feb	Janet Gardner	Hazelton (0)
		82859	\$ 5,178.34	14-Feb	Brian Anderson	Inter Karen Anderson
		82860	\$ 2,605.27	14-Feb	Leticia Moreno	Inter Dominga Zamora
		82861	\$ 2,900.00	14-Feb	Gloria Trevino Jasso	(2)Graves 118-11-1 & 3
		82862	\$ 1,789.34	14-Feb	Harold Espinoza	Replace Check Inter Berta Muniz
		82863	\$ 2,575.27	15-Feb	Ramon Pecina	Inter Gloria Pecina
		82864	\$ 860.00	15-Feb	Casaccia	Hightower (0) Rbt Esqueda (2)
\$ 25,839.90	16-Feb					
		82865	\$ 410.00	16-Feb	Raymond Bird	Bird (1)

February 2024  
Cash Received

Bank Deposit	Deposit Date	Receipts	Cash	Date	Received From	Deceased
		82866	\$ 900.00	16-Feb	Henry J. Fierro	Correct Check Writing Error
		82867	\$ 380.00	20-Feb	Maria Sosa	Maximiliano Sosa Jr (0)
		82868	\$ 569.59	20-Feb	Celina Garcia Lopez	Partial Pymt Inurn Maria Acosta
		82869	\$ 287.88	20-Feb	Natalie Sanchez	Final Inurn Ida Nieto
		82870	\$ 450.00	21-Feb	Michael Dwyer	Guadalupe Dwyer (2)
		82871	\$ 1,935.00	21-Feb	Samuel Leon	Inurn David Leon
\$ 4,932.47	23-Feb					
			\$ 85,029.89			



## JANUARY 2024 EXPENSES

Check	Check	Date	Payee	Detail	Purpose
Amount	No.				
\$ 1,861.19	305786	10-Jan	Paul Hernandez		Payroll
\$ 405.70	305787	10-Jan	Teri Lowrey		Payroll
\$ 1,119.71	305788	10-Jan	Ken Sonksen		Payroll
\$ 250.00	305789	10-Jan	Ken Sonksen		Auto
\$ 1,784.98	305790	10-Jan	Domingo Ruiz		Payroll
\$ 1,884.48	305791	10-Jan	Eddie Nash		Payroll
\$ 2,127.00	305792	10-Jan	Michael Ihara		Payroll
\$ 3,420.00	305793	10-Jan	Noble Credit Union		Employees Credit Union PP End 1-6-24
\$ 225.00	305794	10-Jan	Tibor Protection		Gates
\$ 10,928.28	305795	10-Jan	Sanger/Del Rey Cemetery	\$ 1,316.43	Employees FICA PP End 1-6-24
				\$ 1,316.43	Employers FICA PP End 1-6-24
				\$ 2,044.00	Employees FWH PP End 1-6-24
				\$ 2,900.00	CalPERS PP End 1-6-24
				\$ 189.29	Employees SDI PP End 1-6-24
				\$ 657.93	Employees SWH PP End 1-6-24
				\$ 2,500.00	Petty Checking
\$ 130.47	305796	10-Jan	vPhones		Telephone
\$ 4,400.00	305797	10-Jan	McPheeters & Assoc.		Surveying
\$ 160.15	305798	10-Jan	Verizon Wireless		Cellular
\$ 414.28	305799	10-Jan	Ewing Irrigation		Sprinklers
\$ 104.80	305800	10-Jan	Frontier		Telephone
\$ 39.30	305801	10-Jan	Academy Hardware		Grounds Maintenance
\$ 788.95	305802	10-Jan	Nelson's Ace Hardware		Cement
\$ 6,544.94	305803	10-Jan	CitiCards	\$ 1,796.98	Grounds Maintenance
				\$ 3,167.56	Security - Cameras
				\$ 299.77	Sand
				\$ 198.00	USPO
				\$ 160.92	Safety Awards
				\$ 91.68	Office
				\$ 830.03	Auto
\$ 1,861.19	305804	24-Jan	Paul Hernandez		Payroll
\$ 405.70	305805	24-Jan	Teri Lowrey		Payroll
\$ 1,119.71	305806	24-Jan	Ken Sonksen		Payroll

## JANUARY 2024 EXPENSES

Check Amount	Check No.	Date	Payee	Detail	Purpose
\$ 250.00	305807	24-Jan	Ken Sonksen		Auto
\$ 1,784.98	305808	24-Jan	Domingo Ruiz		Payroll
\$ 1,884.48	305809	24-Jan	Eddie Nash		Payroll
\$ 2,127.00	305810	24-Jan	Michael Ihara		Payroll
\$ 3,420.00	305811	24-Jan	Noble Credit Union		Employees Credit Union PP End 1-20-24
\$ 10,524.05	305812	24-Jan	Sanger/Del Rey Cemetery	\$ 1,316.43	Employees FICA PP End 1-20-24
				\$ 1,316.43	Employers FICA PP End 1-20-24
				\$ 2,044.00	Employees FWH PP End 1-20-24
				\$ 2,500.00	CalPERS PP End 1-20-24
				\$ 657.93	Employees SWH PP End 1-20-24
				\$ 189.29	Employees SDI PP End 1-20-24
				\$ 2,500.00	Petty Checking
\$ 225.00	305813	24-Jan	Tibor Protection		Gates
\$ 256.70	305814	24-Jan	Cintas		First Aid Refill
\$ 9,250.00	305815	24-Jan	Adair & Evans		Final Pymt 2022/23 Audit
\$ 159.50	305816	24-Jan	Microdynamics Group LLC		December Email Service
\$ 69.99	305817	24-Jan	Unwired Broadband		Internet
\$ 843.71	305818	24-Jan	Vincent Communications, Inc.		Wall Mount/Multi Charge Microphone
\$ 806.23	305819	24-Jan	P G & E		Utilities
\$ 5,037.00	305820	24-Jan	Christy Vault Co., Inc.	\$ 705.00	Vaults
				\$ 4,080.00	Garden Crypts
				\$ 252.00	Freight
\$ 845.30	305821	24-Jan	Aramark		Uniforms
\$ 158.00	305822	24-Jan	Cyber Age Services, LLC		January Email Service
\$ 200.00	305823	24-Jan	Meggin Boranian		Legal
\$ 225.00	305813	24-Jan	Tibor Protection		Gates
\$ 1,336.19	305825	24-Jan	Silvas Oil Co., Inc.		Gasoline/Diesel
\$ 70.44	305827	24-Jan	Napa Auto		Grounds Maintenance
\$ 39.30	305828	24-Jan	Academy Hardware		Grounds Maintenance
\$ 17,135.73	305829	24-Jan	SDRMA		Health/Ancillary
\$ 3,062.47	305830	24-Jan	Aeon		Vases
\$ 60,732.00	305831	24-Jan	Sunset Landscaps, Inc.		Expansion Sprinkler Project
\$ 8,110.60	305832	24-Jan	Sunset Landscaps, Inc.		8" Mainline Repairs

## JANUARY 2024 EXPENSES

Check Amount	Check No.	Date	Payee	Detail	Purpose
\$ 1,694.75	305833	24-Jan	Sunset Landscaps, Inc.		Extra Irrigation Materials
\$ 170,224.25					

## FEBRUARY 2024 EXPENSES

Check	Check	Date	Payee	Detail	Purpose
Amount	No.				
\$ 1,861.19	305834	6-Feb	Paul Hernandez		Payroll
\$ 405.70	305835	6-Feb	Teri Lowrey		Payroll
\$ 1,119.71	305836	6-Feb	Ken Sonksen		Payroll
\$ 250.00	305837	6-Feb	Ken Sonksen		Auto
\$ 1,784.98	305838	6-Feb	Domingo Ruiz		Payroll
\$ -	305839	6-Feb	Void		
\$ 1,884.48	305840	6-Feb	Eddie Nash		Payroll
\$ 2,127.00	305841	6-Feb	Michael Ihara		Payroll
\$ 3,420.00	305842	6-Feb	Noble Credit Union		Payroll
\$ 10,424.08	305843	6-Feb	Sanger/Del Rey Cemetery	\$ 1,316.43	Employees FICA PP End 2-3-24
				\$ 1,316.43	Employers FICA PP End 2-3-24
				\$ 2,044.00	Employees FWH PP End 2-3-24
				\$ 2,900.00	Cal PERS PP End 2-3-24
				\$ 189.29	Employees SDI PP End 2-3-24
				\$ 657.93	Employees SWH PP End 2-3-24
				\$ 2,000.00	Petty Checking
\$ 225.00	305844	6-Feb	Tibor Protection		Gates
\$ 2,694.00	305845	6-Feb	California Asso Public Cemeteries		3 CAPC Conference registrations
\$ 160.19	305846	6-Feb	Verizon Wireless		Cellular
\$ 2,060.00	305847	6-Feb	Ron Murrey		Buy Back (2)Graves 118-11-1 & 3 Bought 7/30/20
\$ 33.85	305848	6-Feb	Office Depot		Office Supplies
\$ 487.52	305849	6-Feb	Ewing Irrigation		Sprinkler Parts
\$ 1,545.00	305850	6-Feb	CitiCards	\$ 1,499.75	Grounds Maintenance
				\$ 45.25	Office Supplies
\$ 1,861.19	305851	21-Feb	Paul Hernandez		Payroll
\$ 405.70	305852	21-Feb	Teri Lowrey		Payroll
\$ 1,119.71	305853	21-Feb	Ken Sonksen		Payroll
\$ 250.00	305854	21-Feb	Ken Sonksen		Auto Allowance
\$ 1,784.98	305855	21-Feb	Domingo Ruiz		Payroll
\$ 1,884.48	305856	21-Feb	Eddie Nash		Payroll
\$ 2,127.00	305857	21-Feb	Michael Ihara		Payroll
\$ 3,420.00	305858	21-Feb	Noble Credit Union		Employees Credit Union PP End 2-17-24
\$ 10,424.08	305859	21-Feb	Sanger/Del Rey Cemetery	\$ 1,316.43	Employees FICA PP End 2-17-24

## FEBRUARY 2024 EXPENSES

Check Amount	Check No.	Date	Payee	Detail	Purpose
				\$ 1,316.43	Employers FICA PP End 2-17-24
				\$ 2,044.00	Employees FWH PP End 2-17-24
				\$ 2,900.00	Cal PERS PP End 2-17-24
				\$ 189.29	Employees SDI PP End 2-17-24
				\$ 657.93	Employees SWH PP End 2-17-24
				\$ 2,000.00	Petty Checking
\$ 225.00	305860	21-Feb	Tibor Protection		Gates
\$ 2,400.00	305861	21-Feb	Meggin Boranian		Legal
\$ 901.49	305862	21-Feb	P G & E		Utilities
\$ 675.03	305863	21-Feb	Aramark		Uniforms
\$ 17,135.73	305864	21-Feb	SDRMA		Health/Ancillary
\$ 811.84	305865	21-Feb	Silvas Oil Co., Inc.		Gasoline/Diesel
\$ 75.53	305866	21-Feb	W J Heinrichs, Inc.		Cable
\$ 545.45	305867	21-Feb	Napa Auto Parts		Grounds Maintenance
\$ 1,796.00	305868	21-Feb	Christy Vault Co., Inc.		Monticello's
\$ 62.51	305869	21-Feb	Froniter		Telephone
\$ 366.00	305870	21-Feb	Bell Memorial's		Niche Engraving - Young
\$ 158.00	305871	21-Feb	Cyber Age Services, LLC		Email Service
\$ 183.59	305872	21-Feb	Academy Hardware		Grounds Maintenance
\$ 130.47	305873	21-Feb	vPhones		Telephone
\$ 69.99	305874	21-Feb	Unwired Broadband		Internet
\$ 55.25	305875	21-Feb	Miramonte Sanitation		Garbage
\$ 79,351.72					

# Sanger/Del Rey Cemetery District

[6]

Agenda – Supporting Data  
For the meeting of  
March 20, 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 <del>CAPC</del>	Sep 9-12 <del>March 14-16</del>	Indian Wells <del>San Diego</del>
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  
March 20, 2024

**SUBJECT:** GENERAL MANAGER EVALUATION NOTIFICATION

**SUMMARY:**

This is an agenda “information item” that will notify the Board of Trustees that March is the month to initiate the General Managers performance evaluation.

**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.

**FINDINGS:**

1. None.

**RECOMMENDED ACTION:**

1. Board of Trustee’s directs the GM of their desires regarding the evaluation process during the April Board meeting.

Respective fully submitted,

---

Ken Sonksen  
General Manager



# Sanger/Del Rey Cemetery District

[8]

Agenda – Supporting Data  
For the meeting of  
March 20, 2024

**SUBJECT:** DISTRICT SUMMER WORKFORCE

**SUMMARY:**

This is an agenda “**action**” item that will provide direction to the General Manager regarding the Districts summer workforce from April thru September.

**BACKGROUND:**

During the past few Board of Trustees meetings, the Board, General Manager and General Counsel have been revising the District Policy Manual. A summer seasonal workforce is the first issue being addressed. The remaining issues will be brought back over time to the Board of Trustees for review and approval.

**FINDINGS:**

The District Organization Chart addresses its workforce in two categories, i.e., regular and non-regular employees. Regular employees receive the benefits the District provides and non-regular employee receive State and Federal benefits.

To better address this issue it was necessary to further define non-regular employees and how they fit into the Districts organization. Non-regular employees are considered seasonal in nature, employed and hired from April to September. The District Organization Chart has been revised to include four non-regular positions and fill as necessary within budget limitation considerations. (See attached District Organization Chart).

Non-regular job descriptions were created and reviewed by General Counsel. Finally, the Districts employee pay schedule was revised to include non-regular pay wage. (See attached employee pay schedule).

**RECOMMENDED ACTION:**

1. Board of Trustees asks questions to gain an understanding of the issues.
2. Board of Trustees approve the attached: 1) District Organization Chart; 2) Non-regular, Semi Skilled Maintenance Worker and Administrative Clerk job description; and 3) Employee Pay Schedule.

Respective fully submitted,

---

Ken Sonksen  
General Manager

**RESOLUTION 2401**  
**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE**  
**SANGER/DEL REY CEMETERY DISTRICT**  
**ADOPTING A SUMMER WORKFORCE PLAN,**  
**DISTRICT ORGANIZATION CHART,**  
**NON-REGULAR SEMI SKILLED MAINTENANCE WORKER AND**  
**ADMINISTRATIVE CLERK JOB DESCRIPTIONS**  
**AND EMPLOYEE PAY SCHEDULE**

**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 comply with State laws.

**NOW THEREFORE,** the Board of Trustees of the Sanger/Del Rey Cemetery District elects to adopt Resolution 2401 adopting a Summer Workforce Plan, District Organization Chart, Non-Regular Semi Skilled Maintenance Worker and Administrative Clerk job descriptions and Employee Pay Schedule, attached and incorporated herein by this reference, pursuant to CCR Section 570.5 which shall be effective until such Employee Pay Schedule has been amended or rescinded.

This Employee Pay Schedule shall be immediately accessible and available for public review at the District office during normal business hours; and a copy of this Employee Pay Schedule shall be retained by the District and available for public inspection for not less than five years.

**Adopted** this day of \_\_\_\_\_, 20\_\_\_\_, 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

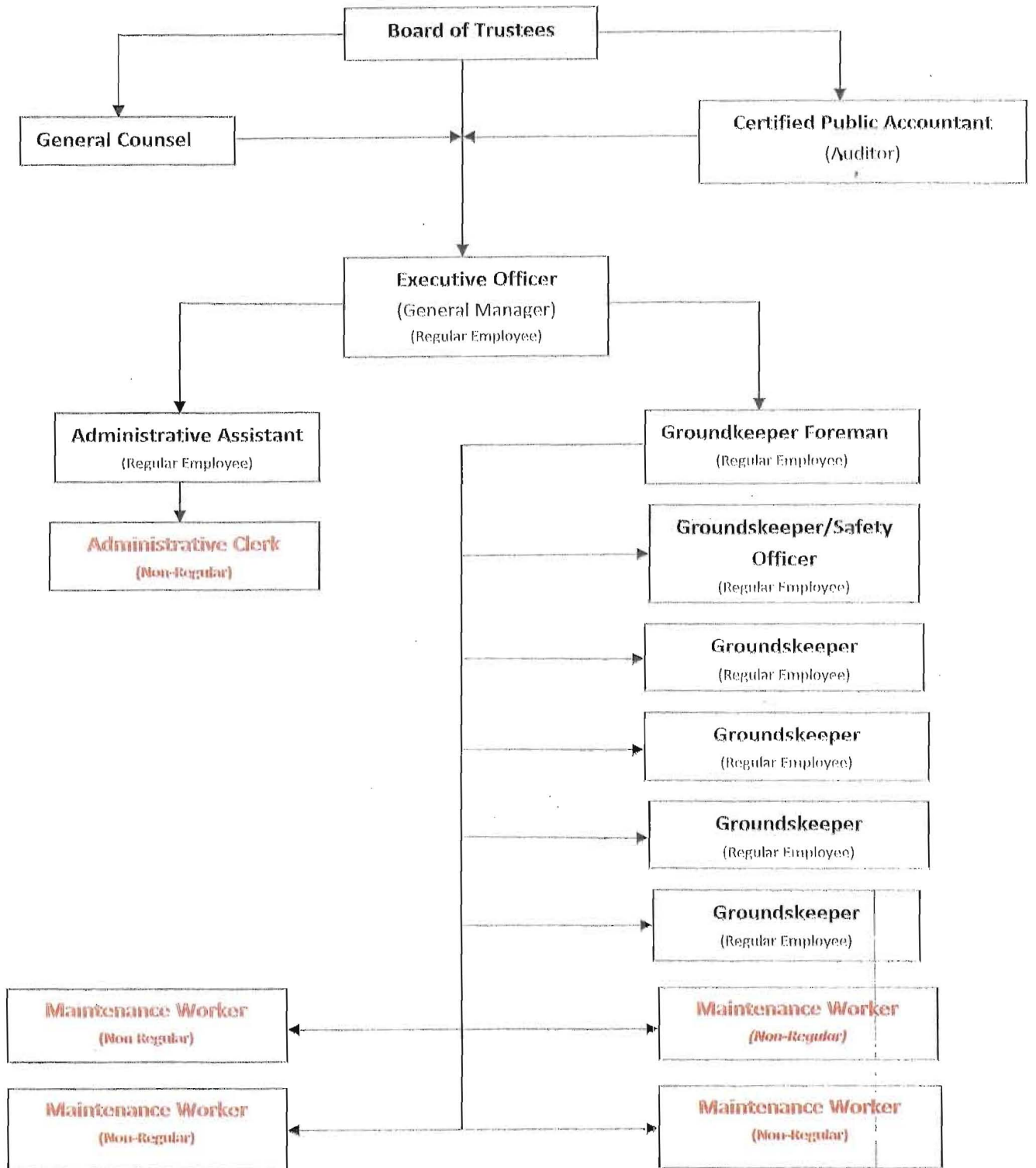
Motion Made/Seconded by: \_\_\_\_\_  
Ayes: \_\_\_\_\_  
Noes: \_\_\_\_\_  
Abstain: \_\_\_\_\_

Approved as to Legal Form:

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Meggin Boranian, District Counsel

Appendix A  
District Organization Chart



## APPENDIX E

### JOB DESCRIPTION – SEMISKILLED MAINTENANCE WORKER (Non-Regular Employee)

#### 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.

Effective: \_\_\_\_\_





## APPENDIX F

### JOB DESCRIPTION – ADMINISTRATIVE CLERK (Non-Regular Employee)

#### 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.

Effective: \_\_\_\_\_



Sanger/Del Rey Cemetery District  
 Employee Pay Schedule  
 Effective July 1, 2023

Step Level	Step Eleven	Step Twelve	Step Thirteen
Position at Grade			
<b>Maint/Operations</b>			
Groundkeeper III	\$ 68,294	\$ 70,199	\$ 72,102
Groundkeeper II	\$ 65,974	\$ 67,877	\$ 69,782
Groundkeeper I	\$ 63,655	\$ 65,559	\$ 67,464
Groundkeeper/Foreman	\$ 74,714	\$ 76,735	\$ 78,756
Seasonal (per hour)			
Part-Time (per hour)			
<b>Administration</b>			
General Manager	\$ 106,667	\$ 108,764	\$ 110,861
Administrative Assistant	\$ 74,714	\$ 76,735	\$ 78,756
Trustee Fee			
Draft 9/28/23			

# Sanger/Del Rey Cemetery District

[9]

Agenda – Supporting Data  
For the meeting of  
March 20, 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.

### **RECOMMENDED ACTION:**

None

Respective fully submitted,

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Ken Sonksen  
General Manager

# Sanger/Del Rey Cemetery District

[10]

Agenda – Supporting Data  
For the meeting of  
March 20, 2024

**SUBJECT: CLOSED SESSION –**

(1) Conference with Legal Counsel – Anticipated Litigation  
(Cal. Govt. Code sec. 54956.9(d)(3)) One (1) case.

**SUMMARY:**

None needed.

**BACKGROUND:**

None needed.

**FINDINGS:**

None applicable.

**RECOMMENDED ACTION:**

None.

# Sanger/Del Rey Cemetery District

[11]

Agenda – Supporting Data  
For the meeting of  
March 20, 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.