

**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: 4/17/24  
Date

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Rene Gonzalez, Secretary

**NEXT MEETING OF THE BOARD OF TRUSTEES**

**April 17, 2024 – Regular Meeting, Sanger, CA**