

Sanger/Del Rey Cemetery District

Regular Meeting – Board of Trustee’s
May 15, 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 – April 17, 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 April.	Motion to Ratify

<u>AGENDA ITEM</u>	Staff Recommended Action
6. Conference/Education Schedule Review for information	Information
 <u>NEW BUSINESS –</u>	
7. Budget to April 30, 2024 Revenues/Expenses to April 30, 2024 <i>(General Manager/Administrative Assistant)</i>	Information
8. District Goal Development Set goals for 2024/25 Budget Development <i>(General Manager)</i>	Information
9. Reports	
a) Cemetery Operations	Information
b) Website Update	Information
c) Memorial Day Service	Information
d) July 4 th /5 th	Motion to Approve
10. CLOSED SESSION -	

NOTICE TO THE PUBLIC

As provided in the Ralph M. Brown Act, Government Code Sections 54950 et.seq., 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 sections 54957.1.

None needed

11. OTHER BUSINESS	
Comments:	
(a) Public	Information
(b) Staff	Information
(c) Management	Information
(d) Trustee's	Information

12. ADJOURNMENT –	Motion to Approve
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Sanger/Del Rey Cemetery District

[2]

Agenda – Supporting Data
For the meeting of
May 15, 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
May 15, 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
May 15, 2024

SUBJECT: BOARD MINUTES OF April 17, 2024.

SUMMARY:

Review and consider approving the draft of the minutes of the April 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:

Ken Sonksen, General Manager

**MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES
SANGER/DEL REY CEMETERY DISTRICT
April 17, 2024**

The Board of Trustees of the Sanger/Del Rey Cemetery District met for its Board Meeting on April 17, 2024 at the Sanger/Del Rey Cemetery District office Boardroom, Sanger, California.

The following were present:

Trustees:

Mark Johnson, President
Rick Bubenik, Treasurer

Consultants:

Meggin Boranian, General Counsel, Fike and Boranian

Staff:

Ken Sonksen, General Manager
Teri Lowrey, Administrative Assistant

Tabled - Item 7.0 – General Manager Evaluation Notification

Item 1.0 – Call to Order

President Johnson called the meeting together at 1:05 p.m.

Item 2.0 – Recognize and Hear from Visitors

None.

Item 3.0 – Communications/Correspondence

None

Item 4.0 – Consent Agenda

- 4a. Minutes – March 20, 2024
- 4b. Meeting schedule.

A motion was made to approve the consent agenda.

MSC Bubenik/Johnson 2 ayes

Item 5.0 – Bills Paid/Deposits Received

The bills paid/deposits received for March were presented.

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

MSC Bubenik/Johnson 2 ayes

Item 6.0 – Conferences/Education Schedule

GM Sonksen gave a verbal report on the upcoming conferences. Trustee Bubenik and General Counsel Boranian tentatively plan on attending Legislative Days.

Item 8.0 – Expansion Turf Seeding

GM Sonksen gave a verbal report. He reported that time is closing in for turf planting the newly irrigated expansion section. With the workforce being short-handed and the time frame closing in, the Contractor that installed the irrigation system, Sunset Landscapes, Inc. provided a proposal for the turf 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 @ 2lb./1,000SF; 5) Fine grade area; 6) Seed PanAm improved Bermuda @ 4lb./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 ob./1,000 SF, for a total of \$ 19,240.00.

The Board asked questions and GM Sonksen answered them. The project was not budgeted and will be reviewed and if necessary the funds can be taken out of the District Infrastructure Account.

A motion was made to approve Sunset Landscapes, Inc proposal and authorize the project to move forward.

MSC Bubenik/Johnson 2 ayes

Item 9.0 – District Policy Changes

GM Sonksen gave a verbal report. He reported that in order to hire summer non-regular employees several Board Policies will be affected and require change. GM Sonksen and General Counsel have gone through the Policy Manual and updated the affected policies. The Board asked questions and GM Sonksen and General Counsel answered them.

A motion to approve Resolution 2402 Adopting Charges 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”).

MSC Bubenik/Johnson 2 ayes

Item 10.0 - Reports

Cemetery Operations - GM Sonksen gave a verbal report. He reported on a disinterment had been completed.

Ewing Irrigation – GM Sonksen gave a verbal report. He reported that he hasn’t heard any new update from Ewing Irrigation. He will reach out to them again.

Item 11.0 – Closed Session

None.

Item 12.0 – Other Business

None.

At 2:31 p.m. on April 17, 2024 the Meeting of the Board of Trustees was adjourned.

Approved: _____
Date

Rene Gonzalez, Secretary

NEXT MEETING OF THE BOARD OF TRUSTEES

May 15, 2024 – Regular Meeting, Sanger, CA

Sanger/Del Rey Cemetery District

[4.b]

Agenda – Supporting Data
For the meeting of
May 15, 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
May 15, 2024

SUBJECT: BILLS PAID/DEPOSITS RECEIVED

SUMMARY:

Request for Board review and ratification of bills paid and deposits received during April 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

April 2024
Cash Received

Bank	Deposit	Receipts	Cash	Date	Received From	Deceased
Deposit	Date					
		82924	\$ 1,209.72	1-Apr	Melissa Carasco	Inurn Edward Carrasco
		82925	\$ -		Void	
		82926	\$ 2,000.00	1-Apr	Ruben Mejia	Partial Pymt Inter Hector Mejia
		82927	\$ 4,055.27	1-Apr	Lonnie Alejandro Sr.	Inter Isabel Marie Alejandro
		82928	\$ 3,033.34	1-Apr	Thomas Klose	Inter Tiffany Klose
		82929	\$ 700.00	1-Apr	Carol Mejia	Partial Pymt Inter Hector Mejia
		82930	\$ 1,450.00	1-Apr	Eleazar Hernandez	(1)Grave 125-9-8
		82931	\$ 505.00	1-Apr	Rachel Carrillo	Matilda E. Delgado (2)
		82932	\$ 340.00	1-Apr	Helen Pecina	Bench Slat Replacement (1)Plaque
		82933	\$ 2,308.34	1-Apr	Josie Mercado	Inter Luis Garcia Jimenez
		82934	\$ 1,450.00	1-Apr	Maribel Fortaney	(1)Grave 125-3-3
		82935	\$ 380.00	1-Apr	Isabel DeLeon	Rose Maria Chavez (0)
		82936	\$ 410.00	1-Apr	Christine Bourbon	Bourbon (1)
		82937	\$ 640.00	2-Apr	Hilda Mejia	Partial Pymt Inter Hector Mejia
		82938	\$ 460.00	2-Apr	Steve Bosquez	Bosquez (2)
		82939	\$ 1,450.00	2-Apr	Xochitl Mendez	(1)Grave 120-15-12
		82940	\$ 40.00	2-Apr	Maria Irma Azua	Bench Plaque
		82941	\$ 420.00	2-Apr	Jaime Quintanilla	Noel Orosco (1)
		82942	\$ 1,934.72	2-Apr	Kerry Matsonaga	Inurn Mable Matsonaga
		82943	\$ 370.00	3-Apr	Thomas Castenada	Castenada (0)
		82944	\$ 1,209.72	3-Apr	Peter Torres	Inurn Arnold Torres
		82945	\$ 380.00	3-Apr	Martha Soojian	Soojian (0)
		82946	\$ 388.34	4-Apr	Hilda Mejia	Final Inter Hector Mejia
		82947	\$ -		Void	
		82948	\$ 3,327.50	5-Apr	Barry Cummings	Disinter Eric Cummings
\$ 28,461.95	5-Apr					
		82873	\$ 1,750.00	5-Apr	Adan & Neida Olivo	(1)Grave 126-9-6
		82949	\$ 2,575.27	5-Apr	Lela Olson	Inter Randy Olson
		82950	\$ -	5-Apr	Void	
		82951	\$ 1,009.72	8-Apr	Ben Perez	Partial Pymt Inurn Jennie Perez
		82952	\$ 200.00	8-Apr	Ben Perez	Final Inurn for Jennie Perez
		82953	\$ 1,095.00	8-Apr	Cecilia Aguirre	Memorial Bench
		82954	\$ 4,055.27	8-Apr	Rene Lopez	Inter Virginia L Lopez
		82955	\$ 545.00	9-Apr	Maria Rangel	Jose D Martinez Dbl (3)
		82956	\$ 1,450.00	9-Apr	Ruth Silva	(1)Grave 126-4-1
		82957	\$ 3,728.34	9-Apr	Sabrina Neufeld	Inter Mark Shafer
		82958	\$ 355.00	10-Apr	Casaccia	Jose Vazquez Tostada (0)
		82959	\$ 420.00	10-Apr	Armando Ortega	Lorene Oliver (1)
		82960	\$ 370.00	10-Apr	Esmeralda Valadiz	Aurora Aguilar (0)
		82961	\$ 2,308.34	10-Apr	Imelda K. Alvarez	Inter Imelda Bautista Alvarez

April 2024
Cash Received

Bank	Deposit	Receipts	Cash	Date	Received From	Deceased
Deposit	Date					
		82962	\$ 4,350.00	10-Apr	Mayra E. Silva	(3)Graves 125-4-7, 125-6-3 & 5
\$ 24,211.94	12-Apr					
		82963	\$ 2,112.88	12-Apr	Cyndi Eirich	Inurn Mario A. Macias
		82964	\$ 3,728.34	12-Apr	Ejercito De Jesus Cristo	Inter Maria Hernandez
		82965	\$ 460.00	12-Apr	Marilyn Shepherd	Leroy Shepherd (2)
		82966	\$ 4,055.27	15-Apr	Ruben Iriquez	Inter Maria Iriquez
		82967	\$ 1,095.00	16-Apr	Soyla Fuentes	Fuentes Memorial Bench
		82968	\$ 425.00	17-Apr	Diana Wyrick	Stephen Wyrick Dbd (0)
		82969	\$ 2,112.88	17-Apr	Wendy Urushima-Conn	Inurn David Urushima
		82970	\$ 3,728.34	17-Apr	Express Funeral Funding	Inter Eleanor Contreras
\$ 17,717.71	18-Apr					
		82971	\$ 1,387.88	19-Apr	Henry Dela Torre	Inurn Reyes & Matilda Dela Torre
		82972	\$ 553.00	22-Apr	Raquel Oliva	Partial pymt Inter Connie Rodriguez
		82973	\$ 375.00	22-Apr	Delores St Louis Trust	Setting Biggers Memorial Stone (0)
		82974	\$ 1,209.72	22-Apr	Daniel Juarez	Inurn Benjamin Juarez
		82975	\$ 1,450.00	23-Apr	Celia Negrete	(1)Grave 120-9-6
		82976	\$ 1,900.00	23-Apr	Carmen Hernandez	Partial Pymt Inter Maria Meza
		82977	\$ 2,112.00	23-Apr	Veronica Pilling	Inurn Bernardine Sanchez
		82978	\$ 2,875.27	23-Apr	Joan Hines	Inter Robert Hines
		82979	\$ 2,309.00	24-Apr	Kristy Salas	Inter Ernestina Salas
		82980	\$ 410.00	24-Apr	Rosemary Delgado	Isabel Delgado (1)
\$ 14,581.87	26-Apr					
		82981	\$ 2,114.00	26-Apr	John Quiroz Jr.	Inurn Estella Q Gonzalez
		82982	\$ 3,205.34	26-Apr	Raquel Oliva	Final Inter Connie Rodriguez
		82983	\$ 2,900.00	26-Apr	Art Garza	(2)Graves 120-15-6 & 8
\$ 8,219.34	26-Apr					
			\$ 93,192.81			

APRIL 2024 EXPENSES

Check	Check	Date	Payee	Detail	Purpose
	No.				
\$ 1,861.19	305924	3-Apr	Paul Hernandez		Payroll
\$ 405.70	305925	3-Apr	Teri Lowrey		Payroll
\$ 1,119.71	305926	3-Apr	Ken Sonksen		Payroll
\$ 250.00	305927	3-Apr	Ken Sonksen		Payroll
\$ 1,784.98	305928	3-Apr	Domingo Ruiz		Payroll
\$ 1,884.48	305929	3-Apr	Eddie Nash		Payroll
\$ 2,149.12	305930	3-Apr	Michael Ihara		Payroll
\$ 225.00	305931	3-Apr	Tibor Protection		Gates
\$ 7,789.00	305932	3-Apr	Christy Vault Co., Inc.	\$ 2,448.00	Garden Crypts
				\$ 2,820.00	Vaults
				\$ 2,183.00	Monticellos
				\$ 337.00	Freight
\$ 3,420.00	305933	3-Apr	Noble Credit Union		Employees Credit Union PP End 3-30-24
\$ 21,852.15	305934	3-Apr	Sanger/Del Rey Cemetery	\$ 1,318.29	Employees FICA PP End 3-30-24
				\$ 1,318.29	Employers FICA PP End 3-30-24
				\$ 2,044.00	Employees FWH PP End 3-30-24
				\$ 2,900.00	Cal PERS PP End 3-30
				\$ 10,424.08	2/23 Deposit into GF Should be Petty Checking
				\$ 189.56	Employees SDI PP End 3-30-24
				\$ 657.93	Employees SWH PP End 3-30
				\$ 3,000.00	Petty Checking
\$ 225.32	305935	3-Apr	Office Depot		Office Supplies
\$ 1,200.00	305936	3-Apr	Meggin Boranian		Legal/Feb
\$ 8,015.71	305937	3-Apr	R G Equipment, Inc.		Grounds Maintenance
\$ 221.01	305938	17-Apr	Red Wing		Ihara Work Boots
\$ 3,700.00	305939	17-Apr	Meggin Boranian		Legal/Mar
\$ 190.80	305940	17-Apr	Academy Hardware		Grounds Maintenance
\$ 524.39	305941	17-Apr	Miramonte Sanitation		Garbage
\$ 61.73	305942	17-Apr	W J Heinrichs		Grounds Maintenance
\$ 100.05	305943	17-Apr	Frontier		Fax
\$ 17,135.73	305944	17-Apr	Spec Districts Risk Mgmt Auth		Health/Ancillary
\$ 158.00	305945	17-Apr	Cyber Age Services, Inc.		Email Service
\$ 3,063.02	305946	17-Apr	CitiCards	\$ 481.81	Grounds Maintenance

APRIL 2024 EXPENSES

Check	Check	Date	Payee	Detail	Purpose
	No.				
				\$ 1,386.24	CAPC Conference
				\$ 171.80	Office Supplies
				\$ 1,023.17	Sand
\$ 130.47	305947	17-Apr	vPhones.com		Telephone
\$ 35.00	305948	17-Apr	Mid Valley Times		Subscription
\$ 73.97	305949	17-Apr	Napa Auto Parts		Grounds Maintenance
\$ 170.25	305950	17-Apr	Verizon Wireless		Cellular
\$ 788.95	305951	17-Apr	Nelsons Ace Hardware		Cement
\$ 1,224.34	305952	17-Apr	Silvas Oil Co., Inc.		Gasonline/Diesel
\$ 2,186.86	305953	17-Apr	Paul Hernandez		Payroll
\$ 405.70	305954	17-Apr	Teri Lowrey		Payroll
\$ 1,119.71	305955	17-Apr	Ken Sonksen		Payroll
\$ 1,897.02	305956	17-Apr	Domingo Ruiz		Payroll
\$ 250.00	305957	17-Apr	Ken Sonksen		Payroll
\$ 2,083.00	305958	17-Apr	Eddie Nash		Payroll
\$ 2,453.45	305959	17-Apr	Michael Ihara		Payroll
\$ 3,420.00	305960	17-Apr	Noble Credit Union		Employees Credit Union PP End 4-13-24
\$ 10,921.06	305961	17-Apr	Sanger/Del Rey Cemetery	\$ 1,405.95	Employees FICA PP End 4-13-24
				\$ 1,405.95	Employers FICA PP End 4-13-24
				\$ 2,124.00	Employees FWH PP End 4-13-24
				\$ 2,900.00	Cal PERS PP End 4-13-24
				\$ 202.16	Employees SDI PP End 4-13-24
				\$ 683.00	Employees SWH PP End 4-13-24
				\$ 3,000.00	Petty Checking
\$ 225.00	305962	17-Apr	Tibor Protection		Gates
\$ 104,721.87					

Sanger/Del Rey Cemetery District

[6]

Agenda – Supporting Data
For the meeting of
May 15, 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
May 15, 2024

SUBJECT: BUDGET TO APRIL 2024

SUMMARY:

This is an agenda information item that updates the Board on the income and expenditures to April 2024.

BACKGROUND:

Attached is the budget from 2023/24 that shows the income and expenses to April 30, 2024.

FINDINGS:

The budget analysis recap shows the income and expense as of April 30, 2024 in comparison to the approved budget. The expenses paid out were \$ 1,079,254 for 85% of the proposed budget. The income received was \$ 1,165,840 for 113% of the proposed budget.

RECOMMENDED ACTION:

1. Board of Trustees asks questions to gain an understanding of the budget to April 2024.

Respectfully Submitted

Ken Sonksen, General Manager

Sanger/Del Rey Cemetery District Budget to 4/30/24

SALARIES/BENEFITS	Spent to 4/24	Budget 23/24	Balance	% Unspent
Salaries	\$ 389,471	\$ 431,602	\$ 42,131	90%
Board Compensation	\$ 1,861	\$ 5,300	\$ 3,439	35%
Employee Benefits	\$ 257,215	\$ 333,350	\$ 76,135	77%
Worker Comp Insurance	\$ 14,567	\$ 15,508	\$ 941	94%
Estimated Salaries/Benefits	\$ 663,114	\$ 785,760	\$ 122,646	84%
SERVICES/SUPPLIES				
Vaults	\$ 34,136	\$ 40,000	\$ 5,864	85%
Ash Vaults	\$ 1,939	\$ 9,000	\$ 7,061	22%
Auto Repairs	\$ 1,175	\$ 1,500	\$ 325	78%
Auditing	\$ 17,250	\$ 17,250	\$ -	100%
Bank Charges	\$ 192	\$ 1,000	\$ 808	19%
Dues/Subscriptions	\$ 6,411	\$ 5,900	\$ (511)	109%
Garbage Removal	\$ 7,039	\$ 22,000	\$ 14,961	32%
Insurance-Liability	\$ 40,101	\$ 40,048	\$ (53)	100%
Insurance-Health/Vision/Dental-Board	\$ -	\$ -	\$ -	0%
Laundry & Cleaning	\$ 8,078	\$ 8,000	\$ (78)	101%
Legal/Professional (Includes Expansion Prof)	\$ 18,910	\$ 5,000	\$ (13,910)	378%
Maintenance - Grounds	\$ 90,391	\$ 120,000	\$ 29,609	75%
Memorial Benches	\$ 2,675	\$ 5,000	\$ 2,325	0%
Office	\$ 6,096	\$ 10,500	\$ 4,404	58%
Perisable Tool	\$ -	\$ -	\$ -	0%
Perputal Cemetery Care	\$ -	\$ -	\$ -	0%
Postage	\$ 522	\$ 400	\$ (122)	131%
Repair - Equipment	\$ 8,498	\$ 8,500	\$ 2	100%
Gate Closure	\$ 6,018	\$ 6,930	\$ 912	87%
Telephone	\$ 4,249	\$ 7,500	\$ 3,251	57%
Toilet-Rental	\$ 536	\$ 600	\$ 64	89%
Travel/Training/Annual Safety Awards Banquet	\$ 21,459	\$ 16,500	\$ (4,959)	130%
Tree Trimming	\$ 2,800	\$ 2,500	\$ (300)	112%
Utilities	\$ 19,891	\$ 22,632	\$ 2,741	88%
Auto Allowance	\$ 5,500	\$ 6,000	\$ 500	92%
Sand/Cement/Gravel	\$ 3,295	\$ 3,500	\$ 205	94%
Gas/Oil	\$ 12,487	\$ 16,500	\$ 4,013	76%
Estimated Services/Supplies	\$ 319,648	\$ 376,760	\$ 57,112	85%
Fixed Assets				
Walker Mower	\$ 14,866	\$ 12,755	\$ (2,111)	117%
Columbarium	\$ -	\$ 34,000	\$ 34,000	0%
Aerabator	\$ 11,088	\$ 20,000	\$ 8,912	55%
Baby Lowering Device	\$ -	\$ 5,500	\$ 5,500	0%
Kubota Cart	\$ -	\$ 39,500	\$ 39,500	0%
Expansion	\$ 70,537	\$ 1	\$ (70,536)	
Estimated Fixed Assets	\$ 96,492	\$ 111,756	\$ 15,264	86%
Estimated Total Expenses	\$ 1,079,254	\$ 1,274,276	\$ -	85%
**Total Revenues	\$ 1,165,840	\$ 1,034,126	\$ -	113%
Difference	86,586	(240,150)		
Less Endowment Interest	(31,874)			
Profit/Loss	54,712			

Sanger/Del Rey Cemetery District Budget to 4/30/24

Actual Received to 4/30/24	
Service Charges	\$ 636,262
Property Taxes	\$ 451,936
General Fund Interest	\$ 11,696
Infrastructure Interest	\$ 3,647
Interest	\$ 25
Lease Payment	\$ 11,572
ROPS Pass Thru	\$ 14,029
Kubota Cart Sale	\$ 4,800
	\$ 1,133,967
Endowment Care Interest	\$ 31,874
	\$ 1,165,840

Sanger/Del Rey Cemetery District

[8]

Agenda – Supporting Data
For the meeting of

May 15, 2024

SUBJECT: DISTRICT GOAL DEVELOPMENT

SUMMARY:

This is an agenda information item that will give the General Manager direction regarding the development of the 2024/25 budget.

BACKGROUND:

The May Board of Trustees Board Meeting is the time of year when the Trustees develops the goals for the 2024/25-budget year. The General Manager will then take those goals and develop the budget that will be approved in July.

FINDINGS:

Below are a few goals the Board of Trustees should consider.

1. Continue to provide services at same level as 2023/24.
2. Continue work on expansion site phase development.
3. Patch Sanger Cemetery roads.
4. Purchase a cart/mower.
5. Complete brick walkways at Veterans Memorial and expansion.
6. Add groundskeeper position.
7. Continue ADA yellow bump pads where needed.
8. New Columbarium/Pad/Walkway.

RECOMMENDED ACTION:

1. Board of Trustees discusses the above options and any other options they want considered in the 2024/25 budget.

Respectfully Submitted

Ken Sonksen, General Manager,

May 15, 2024
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Sanger/Del Rey Cemetery District

[9]

Agenda – Supporting Data
For the meeting of
May 15, 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) *Website Update – Information*
Update on Website review.
- C) *Memorial Day Service – Information*
Memorial Day, May 27th
- D) *July 4th/5th – Motion to Approve*
Discuss July 4th Holiday.

RECOMMENDED ACTION:

None

Respective fully submitted,

Ken Sonksen
General Manager

Sanger/Del Rey Cemetery District

[10]

Agenda – Supporting Data
For the meeting of
May 15, 2024

**SUBJECT: CLOSED SESSION –
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
May 15, 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.