

Sanger/Del Rey Cemetery District

Regular Meeting – Board of Trustee's
May 21, 2025
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</u>	<u>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 16, 2025 (b) Meeting Schedule – 2025 Review meeting dates		Motion to Approve Information
5. Bills Paid/Deposits Received Review and ratify bills paid/deposits received in April.		Motion to Ratify

<u>AGENDA ITEM</u>	<u>Staff</u>	<u>Recommended Action</u>
6. Conference/Education Schedule Review for information	Information	
<u>NEW BUSINESS -</u>		
7. Resolution Number 2502 – Adopting Changes to Policy 106 District Personnel Organization (including Appendix A) and; Policy 227 Job Descriptions (including Appendix G). Changes to Policies Numbers 106 and 227 including Appendix A and G. (General Manager/District Counsel)		Motion to Approve
8. Budget to April 30, 2025 Revenues/Expenses to April 30, 2025 (General Manager/Administrative Assistant)	Information	
9. Reports a) Cemetery Operations b) Memorial Day Service c) Administrative Assistant	Information Information Information	
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.		
(1) Conference with Legal Counsel – Appointment, employment, evaluation of performance, discipline or dismissal of public employee.(Cal.Govt.Code.Sec.54957 (b)(1)and (b) (4) (General Manager)		
11. OTHER BUSINESS Comments: (a) Public (b) Staff (c) Management (d) Trustee's	Information Information Information Information	

12. ADJOURNMENT –

Motion to Approve

Upon request agendas will be made available in alternative formats to accommodate persons with disabilities. Please make your request to the District Manager, specifying your disability and the format in which you would like to receive this agenda or future agendas as well.

Sanger/Del Rey Cemetery District

[2]

Agenda – Supporting Data
For the meeting of
May 21, 2025

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 21, 2025

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 21, 2025

SUBJECT: BOARD MINUTES OF April 16, 2025

SUMMARY:

Review and consider approving the draft of the minutes of the April 16, 2025 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 16, 2025

The Board of Trustees of the Sanger/Del Rey Cemetery District met for its Board Meeting on April 16, 2025 at the Sanger/Del Rey Cemetery District office Boardroom, Sanger, California.

The following were present:

Trustees:

Mark Johnson, President
Rene Gonzalez, Secretary
Richard 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 with a quorum at 1:24 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 19, 2025
- b. Meeting schedule.

A motion was made to approve the consent agenda.

MSC **Bubenik/Gonzalez** **3 ayes**

Item 5.0 – Bills Paid/Deposits Received

The bills paid/deposits received for Marach were presented. The Board asked questions and Administrative Assistant Lowrey answered them.

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

MSC **Gonzalez/Bubenik** **3 ayes**

Item 6.0 – Conferences/Education Schedule

GM Sonksen gave a verbal report on the upcoming conferences. Trustee Bubenik and General Counsel Boranian showed an interest in attending Legislative Day.

Item 7.0 – Reports

Cemetery Operations - GM Sonksen gave a verbal report. He reported that three temporary employees have been hired for the summer.

He also gave a report on a request received from Scott Nichols, regarding Wreath's Across America a celebration for Veterans service to our country. The Board discussed this event and directed General Counsel Boranian to draft a letter to them.

GM Sonksen also informed the Board that the Administrative Assistant job has been posted and will close on April 18th at noon. Administrative Assistant Lowrey is planning a June 1 retirement.

Item 8.0 – Closed Session

The Board went into Closed Session for GC Section 54957 General Manager at 1:54 p.m. The Board came out of Closed Session at 2:27 p.m. They reported that there was no action.

Item 9.0 – Other Business

None.

At 2:35 p.m. on April 16, 2025 the Meeting of the Board of Trustees was adjourned.

Approved:

MINUTES: BOARD MEETING
March 19, 2025

Page 2 of 3

Rene Gonzalez, Secretary

Date

NEXT MEETING OF THE BOARD OF TRUSTEES

May 21, 2025 – Regular Meeting, Sanger, CA

Sanger/Del Rey Cemetery District

[4.b]

Agenda – Supporting Data
For the meeting of
May 21, 2025

SUBJECT: MEETING SCHEDULE - 2025

SUMMARY:

A current schedule of regular meetings for 2025 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 2025.

Respectfully Submitted

Ken Sonksen, General Manager

Schedule of 2025
Sanger/Del Rey Cemetery District
Regular Meetings

January	15 th	Regular Meeting	District Office
March	19 th	Regular Meeting <i>(GM Evaluation Initiation)</i>	District Office
April	16 th	Regular Meeting <i>(GM Evaluation)</i>	District Office
May	21 st	Regular Meeting <i>(District Goal Development)</i>	District Office
June	18th	Tentative Meeting	District Office
July	16 th	Regular Meeting <i>(Final Budget Meeting)</i>	District Office
September	17 th	Regular Meeting	District Office
October	15 th	Regular Meeting	District Office
November	19 th	Regular Meeting	District Office

Sanger/Del Rey Cemetery District

[5]

Agenda – Supporting Data
For the meeting of
May 21, 2025

SUBJECT: BILLS PAID/DEPOSITS RECEIVED

SUMMARY:

Request for Board review and ratification of bills paid and deposits received during April 2025.

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 2025
Cash Received

Bank	Deposit	Receipts	Cash	Date	Received From	Deceased
Deposit	Date					
		816726	\$ 40.00	31-Mar	Tomas Castaneda	Bench Plaque
		816727	\$ 2,351.13	1-Apr	Co of Fresno Public Admin	Inter Angelina Booth
		816728	\$ 1,485.00	1-Apr	Edit Prado	(1)Grave 126-4-5
		816729	\$ 1,424.08	1-Apr	Warren Okamura	Inurn Carolyn Okamura
		816730	\$ 1,965.52	1-Apr	Craig Yoshikawa	Inurn Clyde Yoshikawa
		816731	\$ 460.00	2-Apr	John Camacho	Minerva Camacho (2)
		816732	\$ 1,240.52	3-Apr	Tanya Craft	Inurn Bruce Haddix
		816733	\$ 3,836.13	3-Apr	Casimino Flores	Inter Antonia Villagran
		816734	\$ 1,424.08	3-Apr	Claudia Rodriguez	Inurn Raul Rodriguez
		816735	\$ 3,579.25	3-Apr	Sylvia Hernandez	Inter Lucia Marquez
		816736	\$ 1,965.52	3-Apr	David Magill	Inurn David Franklin Magill
		816737	\$ 1,485.00	4-Apr	Mark & Sylvia Casares	(1)Grave 122-14-3
			\$ (28.87)		Adj to 3/28 Deposit	
\$ 21,256.23	4-Apr					
		816738	\$ 475.00	4-Apr	Shelby Charley	Charley (1)
		816739	\$ 2,688.46	4-Apr	Kiesha Oliver	Inter Barbara Oliver
		816740	\$ 1,200.00	7-Apr	Maria Reyna	Partial Pymt Inurn Mercedes Guerrero
		816741	\$ 380.00	7-Apr	Elijah Alanis	Cristiano Alanis (0)
		816742	\$ 1,485.00	7-Apr	Anna Dorsey	(1) Grave 65-5-10
		816743	\$ 515.00	7-Apr	Anna Dorsey	Dorsey (2)
		816744	\$ 2,609.05	8-Apr	Rosa Vargas	Inurn Antonio Vargas Alavarez
		616745	\$ 4,138.46	8-Apr	Elida Gonzalez	Inter Gilberto Gonzalez (1)111-5-1
		816746	\$ 3,000.00	8-Apr	Diane Deaver	Partial Pymt Inter Domenick Serrano
		816747	\$ 836.13	8-Apr	Anthony J. Ovalle	Final Inter pymt Domonick Serrano
		816748	\$ 460.00	9-Apr	Frank Sandoval	Sandoval (2)
		816749	\$ 1,485.00	9-Apr	Rene Lopez	(1)Grave 125-7-8
		816750	\$ 450.00	9-Apr	Michelle Gleeman	Gil (2)
		816751	\$ 475.00	9-Apr	G L & Douglas Hunter	Hunter (1)
		816752	\$ 380.00	9-Apr	R D McHaley	Roxanne McHaley (0)
		816753	\$ 515.00	10-Apr	Sonja Gil	Hogner (2)
\$ 21,092.10	11-Apr					
		816754	\$ 445.00	11-Apr	Sally Cuevas	Cuevas (0)
		816755	\$ 4,000.00	14-Apr	Noel Orozco, Jr.	Partial pymt Inter Noel Orozco III
		816756	\$ 173.46	14-Apr	Noel Orozco, Jr.	Final Inter Noel Orozco III
		816757	\$ 1,485.00	14-Apr	Alejandnro Olazaba	(1)Grave 126-7-4
		816758	\$ 3,657.00	15-Apr	Juana Fannon	Partia pymt Inter Joanna Ortiz
		816759	\$ -		Void	
		816760	\$ 1,485.00	15-Apr	Maria Gonzalez	(1)Grave 117-7-2
		816761	\$ 1,485.00	16-Apr	Sergio & Maria Aguila	(1)Grave 120-9-7
		816762	\$ 214.13	16-Apr	Juan Fannon	Final Inter Joanna Ortiz

April 2025
Cash Received

Bank	Deposit	Receipts	Cash	Date	Received From	Deceased
Deposit	Date					
		816763	\$ 3,413.46	17-Apr	Pamela Poole	Replace previous check Daniel Poole
		816764	\$ 40.52	17-Apr	Maria Reyna	Final Inurn Merce Guerrero
\$ 16,398.57	18-Apr					
		816765	\$ 420.00	21-Apr	Mark J. Smith	Darla Smith (1)
		816766	\$ 1,965.52	21-Apr	Jim Pellanda	Inurn Debra Gaskin Pellanda
		816767	\$ 3,376.13	21-Apr	Julie Broyles	Inter Juanita Wallace
		816768	\$ 2,500.00	22-Apr	Maria Oliva Aguayo	Partial Pymt Inter Maria O. Aguayo
		816769	\$ 470.00	22-Apr	Leonore Martinez	Armando Martinez (2)
		816770	\$ 1,965.52	22-Apr	Yost & Webb	Inurn Paulette Goodall
		816771	\$ 1,485.00	22-Apr	Alma Huerta	(1)Grave 121-6-12
		816772	\$ 1,673.46	23-Apr	Maria Oliva Aguayo	Final Inter Maria C. Aguayo
\$ 13,855.63	25-Apr					
		816773	\$ 380.00	23-Apr	Manuel Romero	Romero (0)
		816774	\$ 1,154.00	23-Apr	Jeremy Cates	Inter Gloria Cates partial
		816775	\$ 153.33	23-Apr	Cynthia Rodriguez	Karley partial
		816776	\$ 380.00	24-Apr	Julia Mendoza	Alvarado (0)
		816777	\$ 1,499.46	24-Apr	Jeremy Cates	Final Pymnt Gloria Cates
		816778	\$ 2,386.13	25-Apr	Pilar Sanchez Jr	Inter Sanchez
		816779	\$ 390.00	25-Apr	Maria Aguayo	Aguayu (0)
\$ 6,342.92	25-Apr					
			\$ 78,916.58			

April 2025

Check	Check No.	Date	Payee	Checks	Detail	Purpose
\$ 1,925.85	309719	2-Apr	Paul Hernandez			Payroll
\$ 436.58	309720	2-Apr	Teri Lowrey			Payroll
\$ 1,117.05	309721	2-Apr	Ken Sonksen			Payroll
\$ 250.00	309722	2-Apr	Ken Sonksen			Auto
\$ 1,907.25	309723	2-Apr	Domingo Ruiz			Payroll
\$ 1,941.69	309724	2-Apr	Eddie Nash			Payroll
\$ 2,190.34	309725	2-Apr	Michael Ihara			Payroll
\$ 11,891.31	309726	2-Apr	Sanger/Del Rey Cemetery	\$ 1,407.02	Employees FICA PP End 3-29	
				\$ 1,407.02	Employers FICA PP End 3-29	
				\$ 2,114.00	Employees FWH PP End 3-29	
				\$ 3,000.00	Cal PERS PP End 3-2	
				\$ 742.56	Employees SWH PP End 3-29	
				\$ 220.71	Employees SDI PP End 3-29	
				\$ 3,000.00	Petty Checking	
\$ 694.27	309727	2-Apr	Aeon			Pneumatic Hub/Straps 25'
\$ 230.00	309728	2-Apr	Calif Assoc Public Cemeteries			Public Cemetery Guides
\$ 250.00	309729	2-Apr	Donald P Dick Air Conditioning			Bi Annual Service
\$ 595.00	309730	2-Apr	Janice K. Cook/Richard W Krum			Buy back 60-8-7 Andrew Krum 4-18-1974
\$ 417.95	309731	2-Apr	W J Heinrichs, Inc.			Grounds Maintenance
\$ 110.00	309732	2-Apr	Meggin Boranian			Legal
\$ 849.60	309733	2-Apr	Mark Johnson			CAPC Conference/Travel MIE/Meeting
\$ 853.80	309734	2-Apr	Rick Bubenik			CAPC Conference/Travel MIE?Meeting
\$ 537.00	309735	2-Apr	Ken Sonksen			CAPC Conference/Travel MIE
\$ 6,846.00	309736	2-Apr	Christy Vault Co., Inc.	\$ 1,904.00	Monticello	
				\$ 705.00	Vaults	
				\$ 3,876.00	Garden Crypts	
				\$ 361.00	Freight	
\$ 4,627.77	309737	2-Apr	Elan Financial	\$ 3,736.32	CAPC Hotels	
				\$ 921.86	Grounds Maintenance	
				\$ 114.59	Office	
				\$ (145.00)	Stamps	
\$ 35.00	309738	16-Apr	Mid Valley Times			Subscription
\$ 173.05	309739	16-Apr	Verizon Wireless			Cellular
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April 2025

Check	Check No.	Date	Payee	Checks	Detail	Purpose
\$ 490.72	309740	16-Apr	Miramonte Sanitation			Garbage
\$ 390.78	309741	16-Apr	Asco Pacific			Service green drape
\$ 917.78	309742	16-Apr	Silvas Oil Co., Inc.			Gasoline/Diesel
\$ 90.00	309743	16-Apr	Webcity Press, Inc.			Website Update
\$ 130.47	309744	16-Apr	vPhones, Inc.			Telephone
\$ 113.00	309745	16-Apr	Cintas			First Aid
\$ 123.17	309746	16-Apr	Frontier			Fax
\$ 412.29	309747	16-Apr	Kings River Castint, Inc.			Replacement slats
\$ 158.00	309748	16-Apr	Cyber Age Services, LLC			Email service
\$ 81.44	309749	16-Apr	Napa Auto Parts			Grounds Maintenance
\$ 21.72	309750	16-Apr	Academy Hardware			Grounds Maintenance
\$ 30.71	309751	16-Apr	Citicards			Grounds Maintenance
\$ 48.01	309752	16-Apr	R G Equipment			Grounds Maintenance
\$ 1,973.77	309753	16-Apr	Paul Hernandez			Payroll
\$ 436.58	309754	16-Apr	Teri Lowrey			Payroll
\$ 1,907.25	309755	16-Apr	Domingo Ruiz			Payroll
\$ 1,117.05	309756	16-Apr	Ken Sonksen			Payroll
\$ 250.00	309757	16-Apr	Ken Sonksen			Auto
\$ 1,941.69	309758	16-Apr	Eddie Nash			Payroll
\$ 2,234.00	309759	16-Apr	Michael Ihara			Payroll
\$ -	309760		Void			
\$ 1,595.33	309761	16-Apr	Eduardo Jacuinde			Payroll
\$ 1,560.05	309762	16-Apr	Jordan Kulow			Payroll
\$ 3,445.00	309763	16-Apr	Noble Credit Union			Employees Credit Union PP End 4-12-25
\$ 12,983.94	309764	16-Apr	Sanger/Del Rey Cemetery	\$ 1,829.79		Employees FICA PP End 4-12-25
				\$ 1,829.79		Employers FICA PP End 4-12-25
				\$ 2,649.00		Employees FWH PP End 4-12-25
				\$ 3,000.00		Cal PERS PP End 4-12-25
				\$ 287.03		Employees SDI PP End 4-12-25
				\$ 888.33		Employees SWH PP End 4-12-25
				\$ 2,500.00		Petty Checking
\$ 1,656.37	309765	16-Apr	Hilario Garcia			Payroll
\$ 600.00	309766	16-Apr	Citiguard			Gates
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April 2025

Checks

Check	Check No.	Date	Payee	Detail	Purpose
\$ 493.86	309767	16-Apr	Vestis		Uniforms
\$ 79.99	309768	16-Apr	Unwired Broadband, LLC		Internet
\$ 2,021.70	309769	30-Apr	Paul Hernandez		Payroll
\$ 436.58	309770	30-Apr	Teri Lowrey		Payroll
\$ 1,117.05	309771	30-Apr	Ken Sonksen		Payroll
\$ 1,907.25	309772	30-Apr	Domingo Ruiz		Payroll
\$ 1,941.69	309773	30-Apr	Eddie Nash		Payroll
\$ 2,277.66	309774	30-Apr	Michael Ihara		Payroll
\$ 1,635.04	309775	30-Apr	Hilario Garcia		Payroll
\$ 24.33	309776	30-Apr	Court Ordered Debt Collection		Employee debt withhold
\$ 1,595.33	309777	30-Apr	Eduardo Jacuinde		Payroll
\$ 1,560.05	309778	30-Apr	Jordan Kulow		Payroll
\$ 3,445.00	309779	30-Apr	Noble Credit Union		Employees Credit Union PP End 4-26-25
\$ 12,955.25	309780	30-Apr	Sanger/Del Rey Cemetery	\$ 1,816.49	Employees FICA PP End 4-26-25
				\$ 1,816.49	Employers FICA PP End 4-26-25
				\$ 2,649.00	Employees FWH PP End 4-26-25
				\$ 3,000.00	Cal PERS PP End 4-26-25
				\$ 284.94	Employees SDI PP End 4-26-25
				\$ 888.33	Employees SWH PP End 4-26-25
				\$ 2,500.00	Petty Checking
\$ 198.84	309781	30-Apr	Jorgensen Co.		Grounds Maintenance
\$ 4,971.35	309782	30-Apr	Elan Financial	\$ 3,227.48	Hedger
				\$ 1,943.13	Grounds Maintenance
				\$ 219.00	Stamps
				\$ (970.94)	Prepaid Hotel Conference - Cancelled
				\$ 552.58	Office
\$ 109,249.60					

Sanger/Del Rey Cemetery District

[6]

Agenda – Supporting Data
For the meeting of
May 21, 2025

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	Aug 25-27 March 13-15	Monterey Seaside
Education Day	CAPC	Oct. 10-11	Ventura
Legislative Days	CSDA	May 20-21	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 21, 2025

SUBJECT: RESOLUTION NUMBER 2502 – ADOPTING CHANGES TO POLICY - 106 DISTRICT PERSONNEL ORGANIZATION (including APPENDIX A) AND; POLICY 227 - JOB DISCRIPTIONS (including APPENDIX G)

SUMMARY:

This agenda “action” item that will update District Policy 106 - District Personnel Organization and Policy 227 - Job Descriptions with attached Appendix.

BACKGROUND:

With the newly created positions to the District organization of Maintenance Worker and Administrative Clerk, Policy 106 – District Personnel Organization needs to be updated to include those new positions. Also, with the creation of a General Mangers job description, Policy 227 – Job Descriptions needs to be updated to include the new job description.

FINDINGS:

Policy 106 – District Personnel Organization (Appendix A)

1. The changes to this policy include the additions to 106.2 “G” – Maintenance worker and “H” Administrative Clerk.
2. The addition to 106.7 giving the General Manager the ability to promote an employee to a current job opening without posting it based on an employee’s education, experience, training, satisfactory employee work performance and available funding.

Policy 227 – Job Descriptions – General Manager (Appendix G)

1. This is a newly created job description describing the General Managers duties and qualifications and has been reviewed by General Counsel Boranian.

RECOMMENDED ACTION:

1. Board of Trustees asks questions to gain an understanding of the issues.
2. Board of Trustees 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).

Respective fully submitted,

Ken Sonksen
General Manager

RESOLUTION 2502
A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
SANGER/DEL REY CEMETERY DISTRICT
ADOPTING CHANGES TO
POLICY NUMBER 106 DISTRICTPERSONNEL ORGANIZATION
(including Appendix A) and;
POLICY 227 JOB DESCRIPTIONS (including Appendix G)
EFFECTIVE MAY 21, 2025

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 update the above-designated Policies.

NOW THEREFORE, the Board of Trustees of the Sanger/Del Rey Cemetery District elects to adopt Resolution No. 2502 which approves changes to Policy Numbers 106 and 227, as reflected in the attached Policies, which are incorporated herein by this reference.

Adopted this day of _____, 20____, by the Board of Trustees of the Sanger/Del Rey Cemetery District, at a regular meeting thereof.

APPROVED:

Mark D. Johnson, President
Board of Trustees

ATTEST:

Rene Gonzalez, Secretary
Board of Trustees

Motion Made/Seconded by: _____

Ayes: _____

Noes: _____

Abstain: _____

Approved as to Legal Form:

Meggin Boranian, District Counsel

POLICY TITLE: **District Personnel Organization**
POLICY NUMBER: **106**

106.1 The District's organizational structure shall consist of those included in the attached Organization Chard (Appendix "A")

106.2 The District shall maintain an Employee Pay Schedule for each category as follows:

- A. General Manager
- B. Administrative Assistant
- C. Groundskeeper Foreman
- D. Groundskeeper III
- E. Groundskeeper II
- F. Groundskeeper I
- G. Maintenance Worker
- H. Administrative Clerk

106.3 The Board of Trustees shall appoint a General Manager to manage the day-to-day business of the DISTRICT, including its employees.

106.4 The General Manager shall appoint the Administrative Assistant, Groundskeeper Foreman, Groundskeeper I – II, Maintenance Worker and Administrative Clerk and determine their starting salaries, steps and amount of vacation leave, based on education, experience and training.

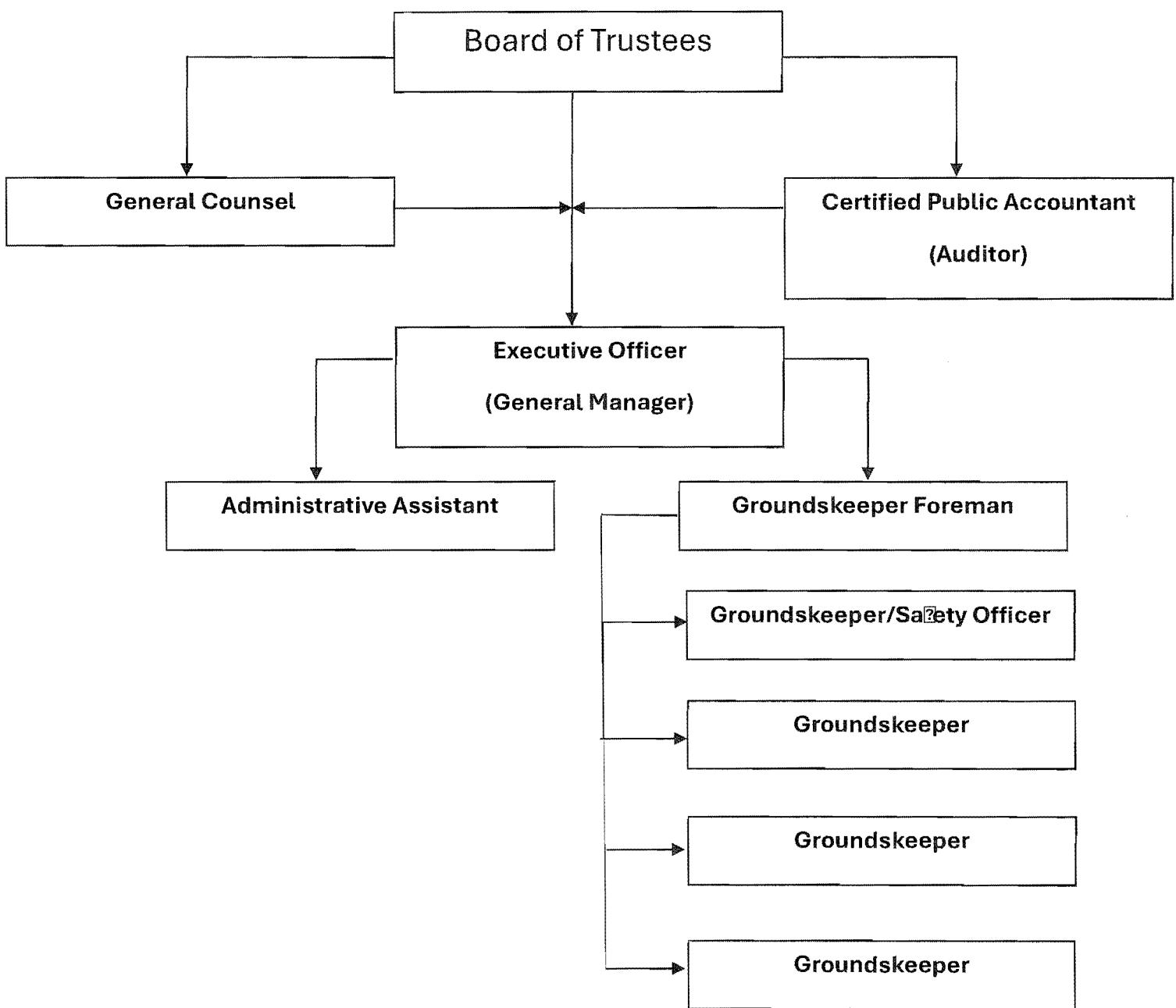
106.5 The General Manager may only fill vacant positions for those positions approved by the Board of Trustees and funded in the District's annual budget.

106.6 After an employee's initial placement into a category and step, the General Manager, may advance an employee to the next step upon completion of one year of service, and every year thereafter, conditional upon satisfactory employee work performance and available approved funding in the District's annual budget.

106.7 The General Manager may promote an employee to a current job opening without posting it based on an employee's education, experience, training, satisfactory work performance, and available approved funding in the DISTRICT's annual budget.

106.8 Employees assigned to these categories are considered "at will".

APPENDIX "A"
DISTRICT ORGANIZATIONAL CHART



POLICY TITLE: **Job Descriptions**
POLICY NUMBER: **227**

227.1 All employees are responsible for knowing and understanding the requirements of his or her job, as stated in each of the respective District's job descriptions, as follows:

- A. Groundskeeper Foreman, attached as Appendix "A".
- B. Groundskeeper/Safety Officer, attached as Appendix "B".
- C. Groundskeeper, attached as Appendix "C".
- D. Administrative Assistant, attached as Appendix "D".
- E. Maintenance Worker, attached as Appendix "E".
- F. Administrative Clerk, attached as Appendix "F".
- G. General Manager, attached as Appendix "G".

APPENDIX "G"
JOB DESCRIPTION – GENERAL MANAGER

A. General Job Description

Under direction of the Board of Trustees, in charge of operations, functions and administrative affairs of the District; represent the Sanger/Del Rey Cemetery District (SDRCD) Board policies and programs with employees, the community, organizations, service partners, and the general public; review budget requests and make recommendations to the Board of Trustees on final expenditures levels; responsible for employer-employee relations; responsible for development, maintenance and improvements of the District facilities and services; and do related work as required.

B. Prerequisite Qualifications

1. Education and/or Experience:

Associate degree (AA) or equivalent from a two-year college or technical school or five years related work experience or training or combination of education or experience.

2. Knowledge of:

- a. Principles and practices of public administration, including administration analysis, fiscal planning and control policy and program development.
- b. Engineering and construction principles applicable to Fresno County planning, design and construction of District facilities;
- c. Laws, rules, ordinances, public financing related to cemetery districts, and legislation processes controlling cemetery district functions;
- d. Organizations, operations and problems of Special District;
- e. Cost estimating and contract administration;
- f. Principles of budget development and expenditure control, including capital improvement budgets;
- g. Public, personnel and employer-employee relations, practices and legislation;
- h. Administration of personnel and employer-employee relations programs; and

- i. State of California and local laws regulating the operation of public cemetery; i.e., California Health and Safety Code; California Brown Act; Public Records Act; and California Government Code.
3. Ability to:
 - a. Plan, organize, direct, coordinate and supervise the functions and activities of the District to achieve management goals effectively;
 - b. Provide advice and consultation to the Board of Trustees on the development of ordinances/resolutions, regulations, policies and functions of the District;
 - c. Coordinate preparation of the agenda and staff reports for the Board of Trustees meeting;
 - d. Conduct a variety of special studies and surveys to determine the effectiveness of District programs and services;
 - e. Communicate well during public presentation; and
 - f. Effectively represent the District's policies, programs and services with employees, contractors, service partners, and representatives of other agencies and the public.

C. Essential Job Duties

1. Management or supervisory experience, including the supervision of staff, in a public or private cemetery or similar operation;
2. Human resource experience;
3. Knowledge of government budgeting, purchasing and payroll; and
4. Possess a valid Class C Driver's license with a driving record acceptable to the District's insurance carrier.

D. Environmental Demands

1. Outside: Works outside frequently in a variety of weather conditions ranging from freezing to +100 degrees;
2. Inside: Works indoors in a temperature-controlled environment;
3. Fumes/Gases: Exposure to fumes from construction equipment and dust from cemetery operations;
4. Noise/vibrations: Moderate exposure to noise and vibrations from construction tools and equipment; and
5. Operations: Works under mental pressures related to daily activities.

E. Other Requirements

1. Attention to Detail: High level of concentration and attention to detail work and ability to make decisions;
2. Judgment: Ability to work independently, prioritize work and make decisions regarding correct application and implementation of work procedures. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and formulate appropriate instructions to achieve desired goals;
3. Social Skills: Ability to relate cooperatively with members of the public, and District personnel;
4. Communication Skills: Ability to quickly organize and communicate thoughts orally and in writing. Ability to understand communications with others;
5. Ability to be bonded or insured under District's liability coverage;
6. Pass a drug/fitness for duty examination; and
7. The terms and conditions of employment of the General Manager which may include yearly goals, objectives and evaluations, shall be specified in "Agreement of Employment" as defined in District Policy Manual Section 2, Policy Title – Executive Officer, Policy number 200.

Sanger/Del Rey Cemetery District

[8]

Agenda – Supporting Data
For the meeting of
May 21, 2025

SUBJECT: BUDGET TO MAY 2025

SUMMARY:

This is an agenda information item that updates the Board on the income and expenditures to April 2025.

BACKGROUND:

Attached is the budget from 2024/25 that shows the income and expenses to April 30, 2025.

FINDINGS:

The budget analysis recap shows the income and expense as of April 30, 2025 in comparison to the approved budget. The expenses paid out were \$ 1,158,350 for 89% of the proposed budget. The income received was \$ 1,173,625 for 90% of the proposed budget.

RECOMMENDED ACTION:

1. Board of Trustees asks questions to gain an understanding of the budget to April 2025.

Respectfully Submitted

Teri Lowrey, Administrative Assistant

Sanger/Del Rey Cemetery District Budget to 4/30/25

SALARIES/BENEFITS	Spent to 4/25	Budget 24/25	Balance	% Unspent
Salaries	\$ 403,801	\$ 447,855	\$ 44,054	90%
Summer Help	\$ 39,495	\$ 75,841	\$ (36,346)	52%
Board Compensation	\$ 2,406	\$ 2,300	\$ (106)	105%
Employee Benefits	\$ 303,840	\$ 315,000	\$ 11,160	96%
Worker Comp Insurance	\$ 18,092	\$ 17,923	\$ (169)	101%
Estimated Salaries/Benefits	\$ 767,634	\$ 858,919	\$ 91,285	89%
SERVICES/SUPPLIES				
Vaults	\$ 36,415	\$ 41,000	\$ 4,585	89%
Ash Vaults	\$ 4,463	\$ 4,000	\$ (463)	112%
Auto Repairs		\$ 1,200	\$ 1,200	0%
Auditing	\$ 18,475	\$ 20,000	\$ 1,525	92%
Bank Charges	\$ 350	\$ 1,000	\$ 650	35%
Dues/Subscriptions	\$ 6,946	\$ 6,600	\$ (346)	105%
Garbage Removal	\$ 7,393	\$ 9,000	\$ 1,607	82%
Insurance-Liability	\$ 37,411	\$ 37,394	\$ (17)	100%
Insurance-Health/Vision/Dental-Board	\$ -	\$ -	\$ -	0%
Laundry & Cleaning	\$ 8,566	\$ 10,000	\$ 1,434	86%
Legal/Professional (Includes Expansion Prof)	\$ 13,825	\$ 5,000	\$ (8,825)	277%
Maintenance - Grounds	\$ 92,553	\$ 110,000	\$ 17,447	84%
Memorial Benches	\$ 6,608	\$ 4,500	\$ (2,108)	0%
Office	\$ 8,372	\$ 7,500	\$ (872)	112%
Perisable Tool	\$ -	\$ -	\$ -	0%
Perpetual Cemetery Care	\$ -	\$ -	\$ -	0%
Postage	\$ 511	\$ 750	\$ 239	68%
Repair - Equipment	\$ 5,222	\$ 10,750	\$ 5,528	49%
Gate Closure	\$ 4,790	\$ 6,930	\$ 2,140	69%
Telephone	\$ 4,119	\$ 6,500	\$ 2,381	63%
Toilet-Rental	\$ -	\$ 700	\$ 700	0%
Travel/Training/Annual Safety Awards Banquet	\$ 29,494	\$ 24,000	\$ (5,494)	123%
Tree Trimming	\$ 2,000	\$ 5,500	\$ 3,500	36%
Utilities	\$ 25,808	\$ 24,000	\$ (1,808)	108%
Auto Allowance	\$ 5,500	\$ 6,000	\$ 500	92%
Sand/Cement/Gravel	\$ 3,680	\$ 3,500	\$ (180)	105%
Gas/Oil	\$ 12,960	\$ 17,500	\$ 4,540	74%
Estimated Services/Supplies	\$ 335,461	\$ 363,324	\$ 27,863	92%
Fixed Assets				
Walker Mower	\$ 26,000	\$ 23,000	\$ (3,000)	113%
Columbarium	\$ -	\$ 34,500	\$ 34,500	0%
(2) Lowering Devices	\$ -	\$ 5,500	\$ 5,500	0%
Kubota Cart	\$ 29,256	\$ 16,000	\$ (13,256)	183%
Expansion	\$ -	\$ -	\$ -	0%
Estimated Fixed Assets	\$ 55,256	\$ 79,000	\$ 23,744	70%
Estimated Total Expenses	\$ 1,158,350	\$ 1,301,243	\$ -	89%
**Total Revenues	\$ 1,173,625	\$ 1,301,243	\$ -	90%
Difference	15,275	-	-	-
Less Endowment Interest	(54,626)	(36,374)	-	-
Profit/Loss	(39,351)	(36,374)	-	-

Sanger/Del Rey Cemetery District Budget to 4/30/25

Actual Received to 4/30/25	
Service Charges	\$ 568,858
Property Taxes	\$ 488,830
General Fund Interest	\$ 14,019
Infrastructure Interest	\$ 6,072
Interest	\$ 22
Lease Payment	\$ 11,572
ROPS Pass Thru	\$ 8,771
Walker Trade In	\$ 3,500
Void Sunnyside Irrigation 2023/24	\$ 17,240
Federal Housing	\$ 114
	\$ 1,118,998
Endowment Care Interest	\$ 54,626
	\$ 1,173,625

Sanger/Del Rey Cemetery District

[9]

Agenda – Supporting Data
For the meeting of
May 21, 2025

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) *Memorial Day Service – Information*
Annual Memorial Day Service
- C) *Administrative Assistant – Information*
Introduce new Administrative Assistant

RECOMMENDED ACTION:

None

Respective fully submitted,

Ken Sonksen
General Manager

Sanger/Del Rey Cemetery District

[10]

Agenda – Supporting Data
For the meeting of
May 21, 2025

SUBJECT: CLOSED SESSION –

Based on Government Code Section 54957 (b)(1)and (b)(4) to consider the appointment, evaluation of performance, discipline or dismissal of a public employee. (General Manager)

SUMMARY:

None needed as due to confidential nature of subject matter.

BACKGROUND:

The District is authorized to conduct Closed Sessions as needed and authorized by the Government Code.

FINDINGS:

None applicable.

RECOMMENDED ACTION:

Conduct Closed Session and if any action is taken, report said action in Open Session.

Sanger/Del Rey Cemetery District

[11]

Agenda – Supporting Data
For the meeting of
May 21, 2025

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.