

# Sanger/Del Rey Cemetery District

Regular Meeting – Board of Trustee’s  
November 15, 2023  
Sanger/Del Rey Cemetery District, 1:30 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
(a) <b>Minutes</b> – Review/amend and approve Minutes of the prior meeting – September 20, 2023	<b>Motion to Approve</b>
(b) <b>Meeting Schedule</b> – 2023 Review meeting dates	Information
<b>5. Bills Paid/Deposits Received</b> Review and ratify bills paid/deposits received in September and October.	<b>Motion to Ratify</b>

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

**NEW BUSINESS –**

<b>7. Adair &amp; Evans – Audit Report 2022/2023</b> Presentation of 2022/2023 Audit <i>(Garry Riezbos, CPA, Adair &amp; Evans)</i>	<b>Motion to Receive/File</b>
<b>8. Irrigation Expansion</b> Discuss irrigation expansion. <i>(General Manager)</i>	<b>Motion to Approve</b>
<b>9. District Organization</b> Discuss District Organization <i>(General Manager)</i>	<b>Motion to Approve</b>
<b>10. Surplus District Equipment</b> Surplus/Conduct Bid for Kubota Cart <i>(General Manager)</i>	<b>Motion to Approve</b>
<b>11. Reports</b> a) Cemetery Operations	Information
<b>12. 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.

As needed

<b>13. OTHER BUSINESS</b> Comments:	
(a) Public	Information
(b) Staff	Information
(c) Management	Information
(d) Trustee's	Information

**14. ADJOURNMENT –**

**Motion to Approve**

# Sanger/Del Rey Cemetery District

[2]

Agenda – Supporting Data  
For the meeting of  
November 15, 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  
November 15, 2023

**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  
November 15, 2023

**SUBJECT:** BOARD MINUTES OF September 20, 2023.

**SUMMARY:**

Review and consider approving the draft of the minutes of the September 20, 2023 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  
September 20, 2023**

The Board of Trustees of the Sanger/Del Rey Cemetery District met for its Board Meeting on September 20, 2023 at the Sanger/Del Rey Cemetery District office Boardroom, Sanger, California.

The following were present:

**Trustees:**

Mark Johnson, President  
Rene Gonzalez, Secretary  
Rick Bubenik, Treasurer

**Staff:**

Ken Sonksen, General Manager  
Paul Hernandez, Foreman  
Teri Lowrey, Administrative Assistant

**Item 1.0 – Call to Order**

President Johnson called the meeting together at 1:35 p.m.

**Item 2.0 – Recognize and Hear from Visitors**

None.

**Item 3.0 – Communications/Correspondence**

None.

**Item 4.0 – Consent Agenda**

4a. Minutes – July 24, 2023.

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 July and August were presented.

**A motion was made to ratify the bills paid/deposits received in July and August.**

**MSC                                      Bubenik/Gonzalez                                      3 ayes**

**Item 6.0 – Conferences/Education Schedule**

GM Sonksen gave a verbal report on the upcoming conferences.

**Item 7.0 Reports**

*a) Cemetery Operations – Information*

GM gave verbal reports; 1) Service numbers are slowly returning to Pre-COVID amounts; 2) Update on well for expansion site; 3) Update on columbarium order difficulties with transportation of materials and manufacturer labor issues, and ; 4) options for a new employee hire. The Board asked questions and GM Sonksen answered them.

*b) CSDA/SDRMA Conference – Information*

GM Sonksen gave a verbal report. He attended a session on AI (artificial intelligence) and ChatGPT and directed Foreman Hernandez to give a demonstration to the Board of both. Trustees gave verbal reports of their attendance to the conference. Ethics/sexual harassment training also was completed as needed.

**Item 8.0 – Closed Session**

None.

**Item 9.0 – Other Business**

None.

At 2:20 p.m. on September 20, 2023 the Meeting of the Board of Trustees was adjourned.

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

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

**NEXT MEETING OF THE BOARD OF TRUSTEES**

**October 18, 2023 – Regular Meeting, Sanger, CA**



# Sanger/Del Rey Cemetery District

[4.b]

Agenda – Supporting Data  
For the meeting of  
November 15, 2023

**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 1:30 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**

February	21st	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	19th	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  
November 15, 2023

**SUBJECT:** BILLS PAID/DEPOSITS RECEIVED

**SUMMARY:**

Request for Board review and ratification of bills paid and deposits received during September & October 2023.

**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

## September 2023

## Cash Received

Bank	Deposit	Receipts	Cash	Date	Received From	Deceased	Total
Deposit	Date						Cash
		283020	\$ 2,776.93	1-Sep	Cassandra Lee	Inurn Dr. Raymond Lee	\$ 2,776.93
		283021	\$ 2,900.00	1-Sep	Roberto Raigoza	(2)Graves 120-9-10 & 12	\$ 2,900.00
		283022	\$ 380.00	1-Sep	Jesse Rodriguez	Arlene Rodriguez Dbl (0)	\$ 380.00
		283023	\$ 1,934.72	1-Sep	Brandon Martinez	Inurn Rene Montelongo	\$ 1,934.72
		283024	\$ 465.00	1-Sep	Patricia Billat	Billat Dbl (1)	\$ 465.00
		283025	\$ 1,209.72	1-Sep	Susanne M. Brown	Inurn Paddy Brown	\$ 1,209.72
		283026	\$ 909.72	1-Sep	Amalia Dominguez	Inurn Petra Serna	\$ 909.72
		283027	\$ 505.00	1-Sep	Yvonne Zuniga	Yolanda Zuniga Dbl (2)	\$ 505.00
		283028	\$ 70.00	1-Sep	Molly Smith	Memorial Bench Plaques	\$ 70.00
		283029	\$ 2,900.00	1-Sep	Keith A. Harrison	(2)Graves 51A-9-1 & 3	\$ 2,900.00
		283030	\$ 4,919.07	5-Sep	Anabel Solorio	Inter Uriel Velasquez	\$ 4,919.07
		283031	\$ 410.00	5-Sep	Kathy Cornado	Ramona Gastelum	\$ 410.00
		283032	\$ 1,634.72	5-Sep	Dan Redfern	Inurn Delores Redfern & Dbl (0)	\$ 1,634.72
		283033	\$ 2,875.27	6-Sep	Molly Smith	Inter Willie Mae McGee	\$ 2,875.27
		283034	\$ 3,003.34	6-Sep	Gilbert Romero	Inter Ramona Romero	\$ 3,003.34
		283035	\$ 2,308.34	6-Sep	Rita Angiviano	Inter Adelina Garcia Jacobo	\$ 2,308.34
		283036	\$ 2,278.34	6-Sep	Lupe Montoya	Inter Arturo Montoya	\$ 2,278.34
		283037	\$ 925.00	6-Sep	Casaccia	McKiearnan Dbl (2) A Lopez (1)VA	\$ 925.00
		283038	\$ 410.00	6-Sep	Elizabeth Christie	Lana Goodall (1)	\$ 410.00
		283039	\$ 1,919.72	7-Sep	Leslie Helon	Inurn Lee Ann Shults	\$ 1,919.72
\$ 34,734.89	8-Sep						\$ -
		283040	\$ 1,450.00	8-Sep	David Paul Rios	(1)Grave 102-11-2	\$ 1,450.00
		283041	\$ 2,278.34	11-Sep	Inez Passmore	Inter Rev. Kenneth Passmore	\$ 2,278.34
		283042	\$ 380.00	11-Sep	Antoinette Garcia	Norma H. Mendoza (0)	\$ 380.00
		283043	\$ 2,605.27	12-Sep	Dopkins Reedley	Inter Armando Martinez	\$ 2,605.27
		283044	\$ 1,450.00	13-Sep	Cristina Salazr Munoz	(1)Grave 125-10-5	\$ 1,450.00
		283045	\$ 1,934.72	14-Sep	Elizabeth Rose	Inurn Roy T. Rose	\$ 1,934.72
		283046	\$ 410.00	15-Sep	Leticia Martinez	Joe Luis Lara (1)	\$ 410.00
		283047	\$ 380.00	15-Sep	Jesus Rodriguez	Replace NSF Arlene Rodriguez (0)	\$ 380.00
\$ 10,888.33	15-Sep						\$ -
		280348	\$ 435.00	15-Sep	Sylvia Esquivel	Esquivel Dbl (0)	\$ 435.00
		283049	\$ 420.00	15-Sep	Anthony Archuletta	Yolanda Mello (1)	\$ 420.00
		283050	\$ 450.00	15-Sep	Maria G. Lopez	Maria Guadalupe Lopez (2)	\$ 450.00
		283054	\$ 1,450.00	18-Sep	Marie Benningfield	(1)Grave 124-12-8	\$ 1,450.00
		283052	\$ 325.00	18-Sep	Steven Young	Kam Yee Young Niche Picture	\$ 325.00
		283053	\$ 465.00	18-Sep	Danny Farnesi Trust	Farnesi (1)	\$ 465.00
		283054	\$ 3,439.07	20-Sep	Gloria Faith Ward	Inter Leslie Michael Ward	\$ 3,439.07
		283055	\$ 3,330.27	20-Sep	Sean Castillo	Inter John Castillo	\$ 3,330.27
		283056	\$ 2,278.34	20-Sep	Valerie Cervantes	Inter Roberto Villagomez	\$ 2,278.34
		283057			Void		\$ -

September 2023  
Cash Received

Bank Deposit	Deposit Date	Receipts	Cash	Date	Received From	Deceased	Total Cash
		283058	\$ 2,080.00	21-Sep	David & Kathy Rios	Partial Pymt Inter Maria Rios	\$ 2,080.00
		283059	\$ 2,112.88	21-Sep	Cynthia Sanders	Inurn Rickey L. Garner	\$ 2,112.88
\$ 16,785.56	22-Sep						\$ -
		283060	\$ 198.34	22-Sep	Kathy Cornado	Final Pymt Inter Maria Rios	\$ 198.34
		283061	\$ 1,209.72	22-Sep	Sara Rodriguez	Inurn David Gutierrez	\$ 1,209.72
		283062	\$ 450.00	22-Sep	Michael Viramontes	Cornelio Viramontes (2)	\$ 450.00
		283063	\$ 17.25	25-Sep	Dept Of Treas	941 Refund	\$ 17.25
		283064	\$ 1,450.00	26-Sep	Eva Brown/Alma Hernandez	(1)Grave 124-10-12	\$ 1,450.00
		283065	\$ 450.00	26-Sep	Felicia Castaneda	Bernardine B Castaneda (2)	\$ 450.00
		283066	\$ 3,558.34	27-Sep	Armando Reyes Jr.	Partial Pymt Mary Dora Reyes	\$ 3,558.34
		283067	\$ 2,608.34	28-Sep	Col (Ret) Albert Stewart	Inter Kathryn Stewart	\$ 2,608.34
		283068	\$ 200.00	29-Sep	Mark Reyes	Final Inter Mary Dora Reyes	\$ 200.00
		283069	\$ 2,575.27	29-Sep	Shane Edmonds	Inter Naomi Edmonds	\$ 2,575.27
		283070	\$ 370.00	29-Sep	Casaccia	Leanne Nelson (0)	\$ 370.00
\$ 13,087.26	29-Sep						\$ -
			\$ 75,496.04				\$ 75,496.04

October 2023  
Cash Received

Bank Deposit	Deposit Date	Receipts	Cash	Date	Received From	Deceased	Total Cash
		283071	\$ 1,450.00	1-Oct	Kenneth & Sherry Reed	(1)Grave 120-8-6	\$ 1,450.00
		283072	\$ 941.15	1-Oct	SDRMA	2022/23 WC Audit	\$ 941.15
		283073	\$ 515.00	2-Oct	Mayre Silva	Jose L. Silva Hernandez Dbl (2)	\$ 515.00
		283074	\$ 450.00	2-Oct	Ivan Ortiz	Antonio Ramirez Perez (2)	\$ 450.00
		283075	\$ 2,278.34	4-Oct	Jose Medrano	Inter Melquiades Medrano	\$ 2,278.34
		283076	\$ 3,085.00	5-Oct	Aimee Blunt	Inurn Robert Blunt	\$ 3,085.00
		283077	\$ 425.00	5-Oct	Terry & Susan Lane	Lane (0) Dbl	\$ 425.00
\$ 9,144.49	6-Oct						\$ -
		283078	\$ 2,537.88	5-Oct	Naoemi Salinas	Inter Hector G. Tamez	\$ 2,537.88
		283079	\$ 1,778.34	10-Oct	Nolberta Rodriguez	Partial Pymt Inter Ruben Gamez	\$ 1,778.34
		283080	\$ 2,278.34	10-Oct	Freddie Coon	Inter Shirley Coon	\$ 2,278.34
		283081	\$ 600.00	10-Oct	Daniel Lucero	Partial Inter Josie Lucero	\$ 600.00
		283082	\$ 500.00	10-Oct	Nolberta Rodriguez	Final Pymt Inter Ruben Gamez	\$ 500.00
		283083	\$ 1,934.72	10-Oct	Geraldine Hunter	Inurn Jennie Blunt	\$ 1,934.72
		283084	\$ 600.00	10-Oct	David Galvan	Partial Inurn Josie Lucero	\$ 600.00
		283085	\$ 460.00	11-Oct	Gist Living Trust	Pauline Gist (2)	\$ 460.00
		283086	\$ 3,257.88	11-Oct	Simon Garcia	Inurn Pete Moreno/Pete A. Moreno (0)	\$ 3,257.88
		283087	\$ 505.00	12-Oct	Jimmy Dela Cerda	Nan Dela Cerda (2)	\$ 505.00
		283088	\$ 465.00	12-Oct	Norman & Betty Day	Day (1)	\$ 465.00
\$ 14,917.16	13-Oct						\$ -
		283089	\$ 425.00	13-Oct	Irene Prieto	Prieto Dbl (0)	\$ 425.00
		283090	\$ 3,330.27	16-Oct	Sandra McIntosh	Inter Betty Jo Moore	\$ 3,330.27
		283091	\$ 1,209.72	16-Oct	Benjamin Minter Conservator	Inurn Janet Johnston-Minter	\$ 1,209.72
		283092	\$ 435.00	16-Oct	Elizabeth Rose	Roy Rose Jr. Dbl (0)	\$ 435.00
		283093	\$ 450.00	17-Oct	Oleta Dixon	Angela Wilson (2)	\$ 450.00
		283094	\$ 734.72	17-Oct	Daniel Lucero	Final Pymt Inurn Josie Lucero	\$ 734.72
		283095	\$ 1,500.00	18-Oct	Janie Torres	Partial Pymt Inter Robert J Torres	\$ 1,500.00
		283096	\$ 2,555.27	18-Oct	Janie Torres	Final Pymt Inter Robert J Torres	\$ 2,555.27
		283097	\$ 1,935.00	19-Oct	David Crump	Inurn Nancy Crump	\$ 1,935.00
		283098	\$ 420.00	19-Oct	Jean Casey	Samuel Casey (1)	\$ 420.00
		283099	\$ 325.00	19-Oct	Teresa Rolfe Cantu	Rose Canu Niche Picture	\$ 325.00
\$ 13,319.98	20-Oct						\$ -
		283100	\$ 410.00	20-Oct	Arnold Torres	Maria O. Torres (1)	\$ 410.00
		283101	\$ 2,308.34	20-Oct	Felipa Lopez	Inter Valia Pinedo	\$ 2,308.34
		283102	\$ 1,450.00	20-Oct	Saul Ramirez	(1)Grave 125-6-6	\$ 1,450.00
		283103	\$ 2,112.88	23-Oct	Veronica Navarrette	Inurn Celeste Navarrette	\$ 2,112.88
		283104	\$ 2,278.34	23-Oct	Kenneth & Sherry Reed	Inter Randell Reed	\$ 2,278.34
		283105	\$ 1,040.00	23-Oct	Heather Shepherd	Niche for Barbara Reinking	\$ 1,040.00
		283106	\$ 1,450.00	23-Oct	Remberto Alcalá	(1)Grave 120-10-9	\$ 1,450.00

October 2023  
Cash Received

Bank	Deposit	Receipts	Cash	Date	Received From	Deceased	Total
Deposit	Date						Cash
		283107	\$ 2,278.34	25-Oct	Garry & Deborah Blagg	Inter Bennie Blagg	\$ 2,278.34
		283108	\$ 2,000.00	25-Oct	Genesis Lopez	Partial Pymt Inter Arturo Gaona	\$ 2,000.00
\$ 15,327.90	27-Oct						\$ -
							\$ -
							\$ -
			\$ 52,709.53				\$ 52,709.53

## SEPTEMBER 2023 EXPENSES

Check Amount	Check No.	Date	Payee	Detail	Purpose
\$ 1,866.63	304517	6-Sep	Paul Hernandez		Payroll
\$ 411.45	304518	6-Sep	Teri Lowrey		Payroll
\$ 1,128.24	304519	6-Sep	Ken Sonksen		Payroll
\$ 250.00	304520	6-Sep	Ken Sonksen		Auto Allowance
\$ 1,789.70	304521	6-Sep	Domingo Ruiz		Payroll
\$ 1,827.18	304522	6-Sep	Eddie Nash		Payroll
\$ 2,068.38	304523	6-Sep	Michael Ihara		Payroll
\$ 3,420.00	304524	6-Sep	Noble Credit Union		Employees Credit Union PP End 9-6-23
\$ 225.00	304525	6-Sep	Tibor Protection		Gates
\$ 10,858.38	304526	6-Sep	Sanger/Del Rey Cemetery	\$ 1,305.25	Employees FICA PP End 9-2-23
				\$ 1,305.25	Employers FICA PP End 9-2-23
				\$ 2,039.00	Employees FWH PP End 9-2-23
				\$ 2,900.00	Cal PERS PP End 9-2-23
				\$ 153.56	Employees SDI PP End 9-2-23
				\$ 655.32	Employees SWH PP End 9-2-23
				\$ 2,500.00	Petty Checking
\$ 575.00	304527	6-Sep	Cassandra Lee		Buy Back 76-3-3 Bought 3-31-97
\$ 3,088.73	304528	6-Sep	Citi Cards	\$ 22.00	Gasoline
				\$ 1,270.37	Conference
				\$ 81.26	Memorial Benches
				\$ 282.17	Office
				\$ 1,432.93	Grounds Maintenance
\$ 149.85	304529	6-Sep	Verizon Wireless		Cellular
\$ 2,800.00	304530	6-Sep	California Tree & Landscape		Tree Service
\$ 1,277.65	304531	6-Sep	Silvas Oil Co., Inc.		Gasoline/Diesel
\$ 2,275.00	304532	6-Sep	Meggin Boranian		Legal
\$ 984.24	304533	6-Sep	Aramark		Uniforms
\$ 2,129.75	304534	20-Sep	Paul Hernandez		Payroll
\$ 411.45	304535	20-Sep	Teri Lowrey		Payroll
\$ 1,128.24	304536	20-Sep	Ken Sonksen		Payroll
\$ 250.00	304537	20-Sep	Ken Sonksen		Auto Allowance
\$ 1,944.56	304538	20-Sep	Domingo Ruiz		Payroll
\$ 2,059.78	304539	20-Sep	Eddie Nash		Payroll



## SEPTEMBER 2023 EXPENSES

Check Amount	Check No.	Date	Payee	Detail	Purpose
\$ 2,316.07	304540	20-Sep	Michael Ihara		Payroll
\$ 3,420.00	304541	20-Sep	Noble Credit Union		Employees Credit Union PP End 9-16-23
\$ 11,237.55	304542	20-Sep	Sanger/Del Rey Cemetery	\$ 1,381.83	Employees FICA PP End 9-16-23
				\$ 1,381.83	Employers FICA PP End 9-16-23
				\$ 2,054.00	Employees FWH PP End 9-16-23
				\$ 2,600.00	Cal PERS PP End 9-16-23
				\$ 162.57	Employees SDI PP End 9-16-23
				\$ 657.32	Employees SWH PP End 9-16-23
				\$ 3,000.00	Petty Checking
\$ 225.00	304543	20-Sep	Tibor Protection		Gates
\$ 139.98	304544	20-Sep	Unwired Broadband		Internet (2) Months
\$ 87.96	304545	20-Sep	Cintas		First Aid Supplies
\$ 208.82	304546	20-Sep	Aramark		Uniforms
\$ 1,930.00	304547	20-Sep	Christy Vault Co., Inc.		Monticellos
\$ 609.02	304548	20-Sep	Miramonte Sanitation		Garbage
\$ 575.00	304549	20-Sep	Bill Spain		Buy Back 60-4-10 Bought 8-18-2000
\$ 15,057.99	304550	20-Sep	Special District Risk Mgmt		Health/Ancillary
\$ 130.47	304551	20-Sep	vPhones		Telephones
\$ 1,310.98	304552	20-Sep	W J Heinrichs		Grounds Maintenance
\$ 110.10	304553	20-Sep	Academy Hardware		Grounds Maintenance
\$ 120.00	304554	20-Sep	Webcity Press, Inc.		Yearly Website Hosting
\$ 3,716.05	304555	20-Sep	R G Equipment		Grounds Maintenance
\$ 156.00	304556	20-Sep	Bell Memorials		Anaya Engraving
\$ 58.36	304557	20-Sep	Napa Auto Parts		Grounds Maintenance
\$ 1,685.00	304558	20-Sep	McPheeters & Associates		Surveying
\$ 2,239.41	304559	20-Sep	PG&E		Utilities
\$ 2,250.00	304560	20-Sep	Casella Welding		Repair Service Canopies
\$ 1,465.47	304561	20-Sep	Ken Sonksen		Reimburse Fahrney Ford Paid with Personal Card
\$ 91,968.44					

## OCTOBER 2023 EXPENSES

Check	Check	Date	Payee	Detail	Purpose
Amount	No.				
\$ 1,866.62	304562	4-Oct	Paul Hernandez		Payroll
\$ 411.45	304563	4-Oct	Teri Lowrey		Payroll
\$ 1,128.24	304564	4-Oct	Ken Sonksen		Payroll
\$ 250.00	304565	4-Oct	Ken Sonksen		Auto
\$ 1,789.50	304566	4-Oct	Domingo Ruiz		Payroll
\$ 1,827.18	304567	4-Oct	Eddie Nash		Payroll
\$ 2,068.38	304568	4-Oct	Michael Ihara		Payroll
\$ 3,420.00	304569	4-Oct	Noble Credit Union		Employees Credit Union PP End 9-30-23
\$ 225.00	304570	4-Oct	Tibor Protection		Gates
\$ 13,258.38	304571	4-Oct	Sanger/Del Rey Cemetery	\$ 1,305.25	Employees FICA PP End 9-30-23
				\$ 1,305.25	Employers FICA PP End 9-30-23
				\$ 2,039.00	Employees FWH PP End 9-30-23
				\$ 2,800.00	Cal PERS PP End 9-30-23
				\$ 153.56	Employees SDI PP End 9-30-23
				\$ 655.32	Employees SWH PP End 9-30-23
				\$ 5,000.00	Petty Checking
\$ 2,448.32	304572	4-Oct	Silvas Oil Co., Inc.		Gasoline/Diesel
\$ 200.00	304573	4-Oct	Meggin Boranian		Legal
\$ 8,000.00	304574	4-Oct	Adair & Evans		6/30/2023 Audit Progress Payment
\$ 49.79	304575	4-Oct	Westair		Grounds Maintenance
\$ 782.94	304576	4-Oct	Ewing Irrigation		Solenoid/Valves
\$ 694.77	304577	4-Oct	Pioneer Equipment		Grounds Maintenance
\$ 1,866.63	304578	18-Oct	Paul Hernandez		Payroll
\$ 411.45	304579	18-Oct	Teri Lowrey		Payroll
\$ 1,128.24	304580	18-Oct	Ken Sonksen		Payroll
\$ 250.00	304581	18-Oct	Ken Sonksen		Auto
\$ 1,789.50	304582	18-Oct	Domingo Ruiz		Payroll
\$ 1,889.15	304583	18-Oct	Eddie Nash		Payroll
\$ 2,131.96	304584	18-Oct	Micheal Ihara		Payroll
\$ 3,420.00	304585	18-Oct	Noble Credit Union		Employees Credit Union PP End 10-14-23
\$ 10,939.58	304586	18-Oct	Sanger/Del Rey Cemetery	\$ 1,316.39	Employees FICA PP End 10-14-23
				\$ 1,316.39	Employers FICA PP End 10-14-23
				\$ 2,044.00	Employees FWH PP End 10-14-23

## OCTOBER 2023 EXPENSES

Check Amount	Check No.	Date	Payee	Detail	Purpose
				\$ 2,950.00	Cal PERS PP End 10-14-23
				\$ 154.87	Employees SDI PP End 10-14-23
				\$ 657.93	Employees SWH PP End 10-14-23
				\$ 2,500.00	Petty Checking
\$ 225.00	304587	18-Oct	Tibor Protection		Gates
\$ 675.97	304588	18-Oct	Miramonte Sanitation		Garbage
\$ 15,057.99	304589	18-Oct	Spec Dist Risk Mgmt		Health Insurance/Ancillary
\$ 478.50	304590	18-Oct	Micro Dynamics Group		3 Months Email Service
\$ 335.26	304591	18-Oct	Academy Hardware		Grounds Maintenance
\$ 850.00	304592	18-Oct	Calif Tree and Landscape		Remove Limbs/Stumps
\$ 130.47	304593	18-Oct	vPhones.Com		Telephone
\$ 7,511.64	304594	18-Oct	CitiCards	\$ 3,157.18	Conference
				\$ 3,812.06	Grounds Maintenance
				\$ 198.00	Postage
				\$ 344.40	Office
\$ 6,454.00	304595	18-Oct	Christy Vault Co., Inc.	\$ 3,264.00	Garden Crypts
				\$ 839.00	Monticello
				\$ 1,410.00	Vaults
				\$ 689.00	Urn Vaults
				\$ 252.00	Freight
\$ 788.95	304596	18-Oct	Nelson's Ace Hardware		Cement
\$ 486.66	304597	18-Oct	Napa Auto Parts		Grounds Maintenance
\$ 50.66	304598	18-Oct	Home Depot		Grounds Maintenance
\$ 1,332.00	304599	18-Oct	Meggin Boranian		Legal
\$ 805.00	304600	18-Oct	Alex Mireles		Buy Back 100-7-10 Bought 6-15-23
\$ 437.40	304601	18-Oct	Aramark		Uniforms
\$ 69.99	304602	18-Oct	Unwired Broadband		Internet
\$ 97,936.57					

# Sanger/Del Rey Cemetery District

[6]

Agenda – Supporting Data  
For the meeting of  
November 15, 2023

**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

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Ken Sonksen, General Manager

# Sanger/Del Rey Cemetery District

[7]

Agenda – Supporting Data  
For the meeting of

November 15, 2023

**SUBJECT:** ADAIR & EVANS - AUDIT REPORT 2022/23

**SUMMARY:**

This is an agenda “**action item**” that will receive and file the Districts annual audit of the books conducted by Mr. Garry Riezebos C.P. A., Adair & Evans.

**BACKGROUND:**

The Board executed a contract with Mr. Garry Riezebos, Adair & Evans to conduct the annual audit of the Districts books. Mr. Riezebos conducted the audit during the month of September and has his report ready for presentation.

**FINDINGS:**

The 2022/23 audit has been included in the Board package for review. Mr. Riezebos will explain the audit and answer any questions the Board may have.

**RECOMMENDED ACTION:**

1. Board of Trustees listens and asks questions regarding the annual audit from Mr. Garry Riezebos, C.P.A, Adair & Evans.
2. By Board motion receive and file the 2022/23 audit.

Respectfully Submitted

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Ken Sonksen, General Manager,

# Sanger/Del Rey Cemetery District

[8]

Agenda – Supporting Data  
For the meeting of  
November 15, 2023

## **SUBJECT: IRRIGATION EXPANSION**

### **SUMMARY:**

This is an agenda “**action**” item that will approve the completion of the irrigation system in the Peach Blossom expansion area, award the installation of the project to Sunset Landscapes, Inc., direct the General Manager and General Counsel to develop a construction contract, and authorize President Johnson to execute the contract.

### **BACKGROUND:**

Over the past several years District employees have been installing portions of the irrigation system and have purchased future irrigation products to complete the Peach Blossom phase of the development. While working toward the project, Covid-19 hit and the District lost an employee.

The District has been working on a three phase build out of the irrigation system. Phase I would install the main delivery line to the Peach Blossom area. Phase II would install the sprinkler delivery system to the southernmost portion of that area. Phase III would install the sprinkler delivery system to the westernmost portion of the Peach Blossom area.

Looking forward, the interment work load is slowly moving back to normal, but still remains higher than past yearly interment rates. With the fast approaching grass planting season of April/May and pruning of tree roses, district personnel is questioning whether it will be possible to finish the irrigation project during the 2024 grass planting season.

### **FINDINGS:**

It has become a challenge exploring the alternatives for the irrigation installation, finding someone who is willing to use the materials the District has purchased and pay prevailing wage on the project. One company withdrew their proposal when it was determined the project needed to pay prevailing wages. Sunset Landscapes, Inc. is willing to use previously purchased irrigation materials and has provided a three part bid for each Phase of the project totaling \$ 60,782. (Phase I – \$ 16,632, Phase II - \$ 31,883, and Phase III – \$ 12,267).

In analyzing the entire irrigation Phases, the discussion centers around combining Phase 1 (main water line installation) and Phase II (the sprinkler line installation) and

hydro mulch the southernmost area in April/May of 2024. The irrigation system for Phase I and II total is \$ 48,515. That leaves Phase III to the future totaling \$ 12,267.

Looking at the funding options in the 2023/24 budget, \$ 47,500 can be taken out of the fixed assets portion of the budget by rearranging priorities. Phase III funding could be included in future budget years or taken out of the District infrastructure account and combined with 23/24 savings.

**RECOMMENDED ACTION:**

1. Board of Trustees asks questions to gain an understanding of the alternatives.
2. Board of Trustees approve Phase I, II and III and combine into one project.
3. Board of Trustees accepts Sunset Landscapes, Inc. quote and direct GM and General Counsel to develop a contract for the project.
4. Board of Trustees authorizes President Johnson to execute the contract once completed by GM and General Counsel approval.

Respective fully submitted,

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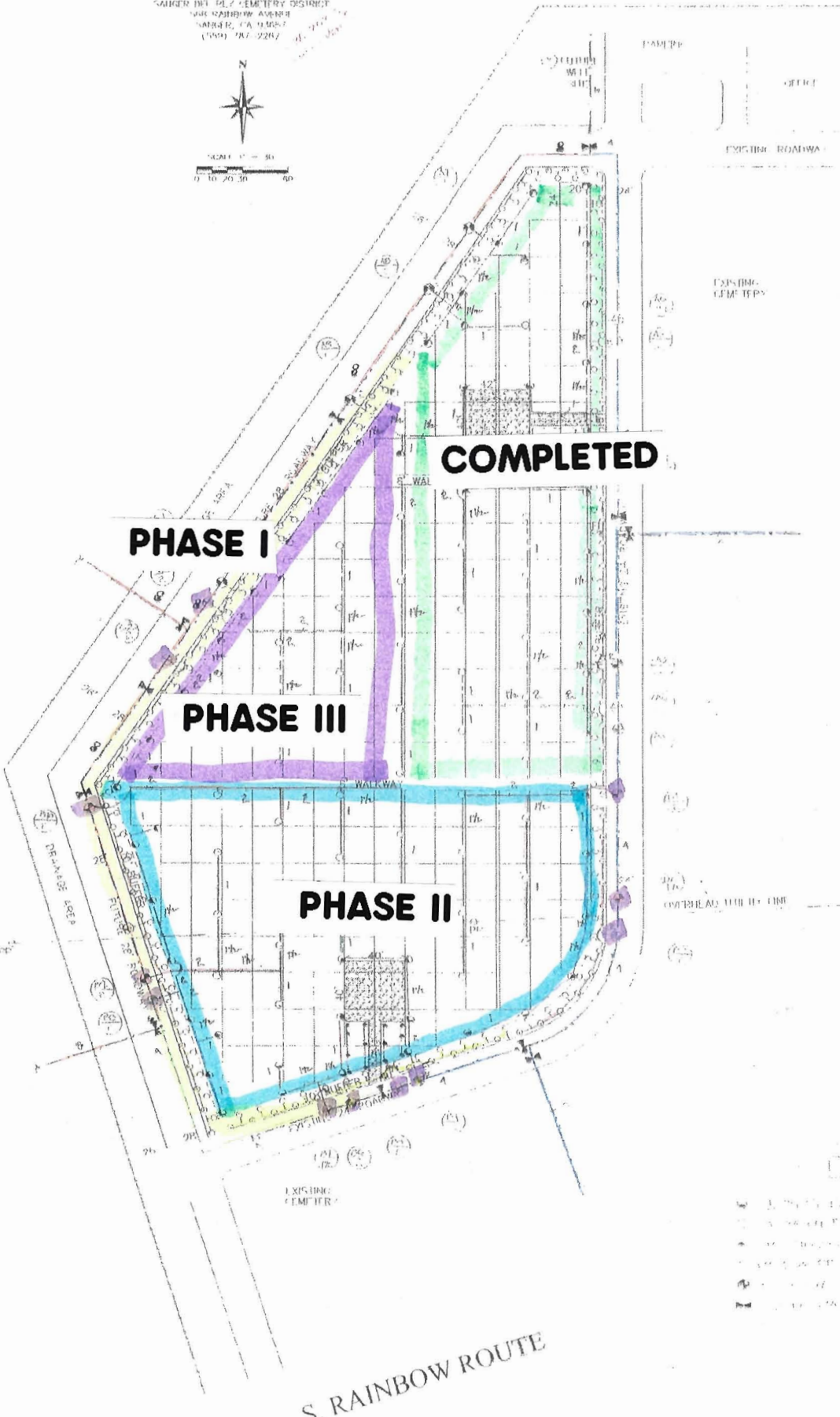
Ken Sonksen  
General Manager



# SANGER DEL REY CEMETERY

PROPOSED TENTATIVE LOT LAYOUT FOR NEXT PHASE  
 (ADDITION OF APR 333-021-141)

PREPARED FOR:  
 SANGER DEL REY CEMETERY DISTRICT  
 1400 RAINBOW AVENUE  
 MARIETTA, GA 30067  
 (770) 967-2267



S. RAINBOW ROUTE

**REMARKS**

1. THIS PLAN IS A TENTATIVE LOT LAYOUT FOR THE NEXT PHASE OF THE CEMETERY.
2. THE PROPOSED LOT LAYOUT IS SUBJECT TO THE APPROVAL OF THE CITY OF MARIETTA.
3. THE PROPOSED LOT LAYOUT IS SUBJECT TO THE APPROVAL OF THE STATE OF GEORGIA.
4. THE PROPOSED LOT LAYOUT IS SUBJECT TO THE APPROVAL OF THE COUNTY OF COCKE.
5. THE PROPOSED LOT LAYOUT IS SUBJECT TO THE APPROVAL OF THE DISTRICT.
6. THE PROPOSED LOT LAYOUT IS SUBJECT TO THE APPROVAL OF THE DISTRICT.
7. THE PROPOSED LOT LAYOUT IS SUBJECT TO THE APPROVAL OF THE DISTRICT.
8. THE PROPOSED LOT LAYOUT IS SUBJECT TO THE APPROVAL OF THE DISTRICT.
9. THE PROPOSED LOT LAYOUT IS SUBJECT TO THE APPROVAL OF THE DISTRICT.
10. THE PROPOSED LOT LAYOUT IS SUBJECT TO THE APPROVAL OF THE DISTRICT.

**NOTES**

- 1" blue
- 1" green
- 1" red
- All other

**CHANGES**

- 1. CHANGE TO PHASE I LOT LAYOUT
- 2. CHANGE TO PHASE II LOT LAYOUT
- 3. CHANGE TO PHASE III LOT LAYOUT
- 4. CHANGE TO PHASE III LOT LAYOUT
- 5. CHANGE TO PHASE III LOT LAYOUT

# Sanger/Del Rey Cemetery District

[9]

Agenda – Supporting Data  
For the meeting of  
November 15, 2023

## **SUBJECT: DISTRICT ORGANIZATION**

### **SUMMARY:**

This item is an agenda “**action**” item that will revise the District’s employee organizational structure to accommodate future growth as the District expands its burial services and facilities.

### **BACKGROUND:**

The District organizational structure for the last 25 years has been three Trustees, General Manager, Administrative Assistant, Groundkeeper Foreman, four Groundskeepers, Auditor, and General Counsel. The volume of burials averaged 220 services per year and facility maintenance consisted of 4 outlying cemeteries from one to two acres each and on main cemetery of 26 acres.

During this time period, the District’s original 26 acres reached its burial capacity and it purchased an additional 45 acres. In 2000, the District developed and opened Phase I, developing 10 acres of the 45 acres. Currently, the District is finishing development of Phase I and has moved to open Phase II of the District Development Plan.

In 2019-2022, Covid-19 hit the Nation and District’s volume of burial services increased approximately 75 services per year and its maintenance increased with the opening of the new 10 acres. This work includes more lawn to maintain, headstones to edge, tree roses to maintain, trees to prune, and headstones to install.

To address this workload increase, the District looked into a labor force contractor to provide workers during high maintenance periods and several issues were discovered. The biggest issue which changed District’s direction was that contracted workers driving District carts are not covered under the Districts liability insurance coverage. After discussion with District Legal Counsel, it was decided not to pursue this option.

The District’s three seasons of maintenance needs are as follows:

#### *April – May*

This is the most critical time period where additional maintenance crews are needed. Seasonal grasses are awakening; irrigation water system is turned back on and needing repairs; edging and mowing for the summer begins; and additional time is

required to prepare for Mother's Day and Memorial Day (two biggest events of the year).

June – August

This is the time period in which most of the landscape maintenance is done. Mowing and edging done continually; tree roses planted; trees trimmed; outlying cemeteries maintained once a week; and equipment maintenance completed.

September – March

Things start to slow down. Mowing and edging as needed; after first frost, tree rose pruning started; water system winterized for the winter; last minute equipment maintenance done; distinterments are scheduled; and Trustees' special projects completed (expansion irrigation installed; Memorial Wall project completed; Columbarium slab and walk poured).

During these three time periods, the front office is opened for business; burial services conducted; headstones are poured on a bench and set in the field.

**FINDINGS:**

The District Organization Chart and Policy Handbook, Section 2- Personnel, the District has three categories of District employees. Policy 208 – Employee Status, defines three types of employee categories as follows: 1) Regular; 2) Non-Regular; and 3) Part-Time.

Regular Employee

Employee has been hired to fill a regular position in any job classification and is hired "at-will".

Non-Regular Employee

Employee is hired to work within any job classification, but whose position is not regular in nature. Duration of work assignments may range from one day to a maximum of 12 months continuous.

Part-Time Employee

Employee hired to work within any job classification, but whose position is not regular in nature. This employee works whenever the District workload increases to a level that a Non-Regular or Regular employees cannot accommodate it.

As the District reviews restructuring its organization to meet future growth in burial services and increased maintenance needs. District Organization Chart and Policy Manual Sections 200, 700, and 800 need to be revised to reflect the number of employees needed and update District Policies to meet legal requirements.

Enclosed is a proposed District Organization Chart which addresses future workload expectations. The Chart displays the current employee organization and includes four (4) proposed positions of “Maintenance Worker” (Non-Regular Employee) and one (1) “Administrative Clerk” (Non-Regular Employee). “Maintenance Workers” are non-skilled workers and would not be used in the operations of heavy equipment, burial site locations, excavating burial sites, setting up vaults and liners, or back-filling burial sites. “Administrative Clerk” will be used to complete special projects assigned by the Administrative Assistant.

With the creation of “Maintenance Workers” positions, Board direction is needed before attempting to update the District Policy Handbook. These positions would be limited to 1000 hours worked of 125 paid workdays per fiscal year; eligible for state required sick leave; but not eligible for other benefits provided to Regular employees.

**RECOMMENDED ACTION:**

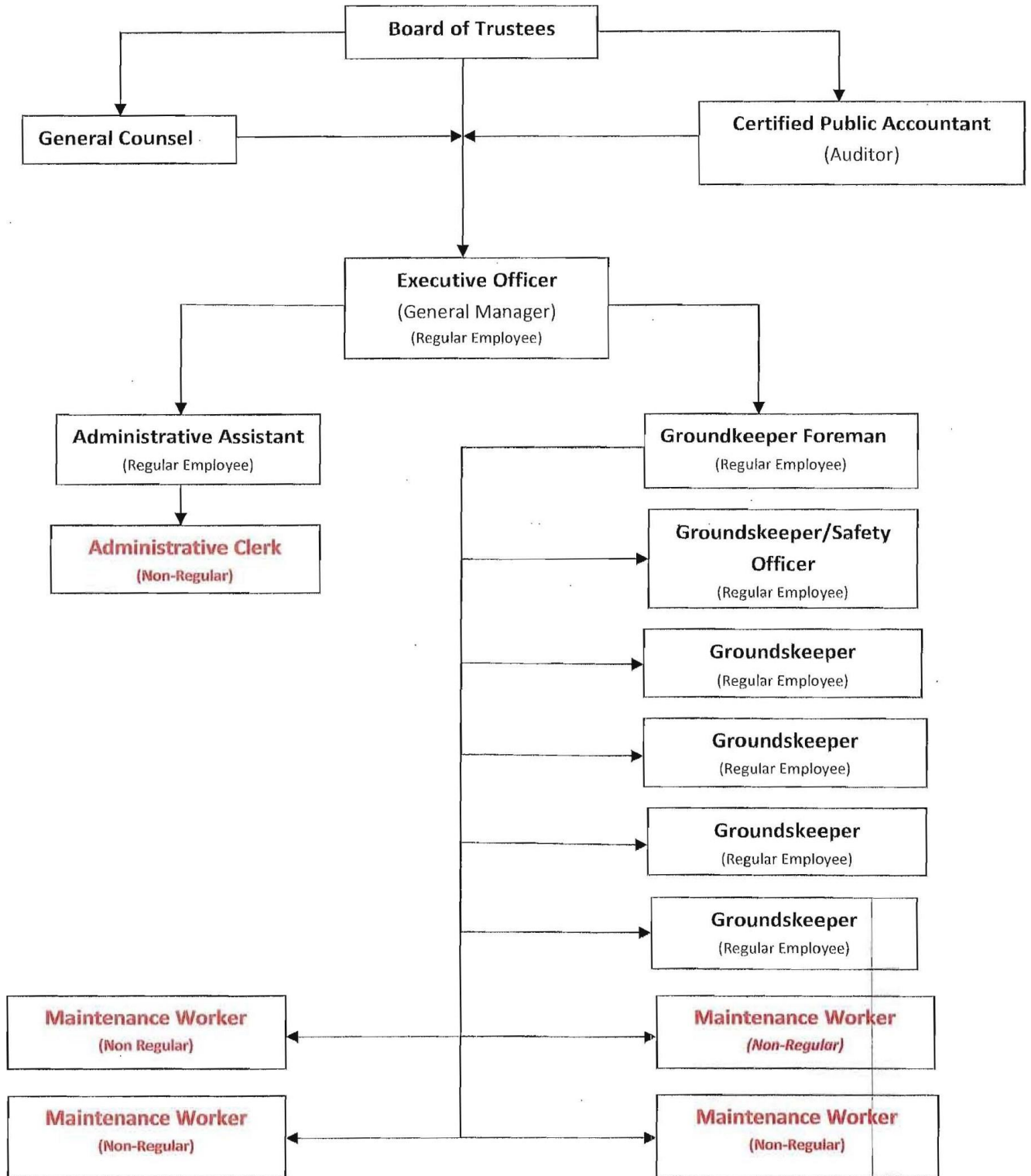
1. Board of Trustees asks questions to gain an understanding of the issues.
2. Board of Trustees approve the revised District Organization Chart adding four new “Maintenance Worker: (Non-Regular Employee) positions and one “Administrative Clerk” (Non-Regular Employee) position.
3. Board of Trustees approved the above-mentioned limitations on “Maintenance Worker” and “Administrative Clerk” (Non-Regular Employee) positions.
4. Board of Trustees direct General Counsel and General Manager to revise District Policy Handbook consistent with its approved recommendations.

Respective fully submitted,

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Ken Sonksen  
General Manager

Appendix A  
District Organization Chart



# Sanger/Del Rey Cemetery District

[10]

Agenda – Supporting Data  
For the meeting of

November 15, 2023

## **SUBJECT: SURPLUS DISTRICT EQUIPMENT**

### **SUMMARY:**

This is agenda “**action**” item that will surpluse a Kubota Card and authorize GM Sonksen to conduct a minimum bid internet sell.

### **BACKGROUND:**

Kubota Cart serial # 91225 was the first RTV 900 cart the District purchased back in the late 1990’s. It has 4,511 hours of use.

### **FINDINGS:**

This cart is one of six carts the District owns. The replacement of this cart was approved in the fiscal 2023/24 budget and ordered. Unfortunately, Kubota is still struggling with getting their factories and inventories back to pre-Covid periods.

Anniversary and gas models are more available but all the District carts are diesel. The District also orders its carts with two hydraulic valve controllers, one to lift/dump bed and one to open/close the tailgate. These have to be assembled at the factory.

Checking with the local Kubota dealer in this area, their recommended value for this equipment with this usage is \$ 4,500 - \$ 5,000.

With the District being one groundskeeper down, it currently doesn’t need a backup cart.

### **RECOMMENDED ACTION:**

Over the past year the District has had several inquiries regarding its surplus cart equipment. With current interest from potential buyers, it’s time to surplus this cart and replace it.

Trustee Considerations:

1. By Board motion: 1) surplus Kubota cart serial # 91225; 2) set the minimum cart value at \$ 4,500; and 3) authorize GM Sonksen to conduct a 5 day internet seal bid sale.

Respectively Submitted,

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Ken Sonksen, General Manager

# Sanger/Del Rey Cemetery District

[11]

Agenda – Supporting Data  
For the meeting of  
November 15, 2023

## **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

[12]

Agenda – Supporting Data  
For the meeting of

November 15, 2023

**SUBJECT:** CLOSED SESSION

**SUMMARY:**

None needed.

**BACKGROUND:**

None needed.

**FINDINGS:**

None applicable.

**RECOMMENDED ACTION:**

None.

# Sanger/Del Rey Cemetery District

[13]

Agenda – Supporting Data  
For the meeting of  
November 15, 2023

**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.