

**MINUTES OF THE MEETING OF THE  
BOARD OF TRUSTEES  
SANGER/DEL REY CEMETERY DISTRICT  
November 15, 2023**

The Board of Trustees of the Sanger/Del Rey Cemetery District met for its Board Meeting on November 15, 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

**Consultants:**

Meggin Boranian, General Counsel, Fike and Boranian

**Staff:**

Ken Sonksen, General Manager  
Teri Lowrey, Administrative Assistant

**Item 1.0 – Call to Order**

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

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

None.

**Item 3.0 – Communications/Correspondence**

None.

**Item 4.0 – Consent Agenda**

- 4a. Minutes – September 20, 2023.
- 4b. Meeting schedule.

**A motion was made to approve the consent agenda with the change of February 21, 2024 Board Meeting to January 17, 2024.**

MSC

Gonzalez/Bubenik

3 ayes

**Item 5.0 – Bills Paid/Deposits Received**

The bills paid/deposits received for September and October were presented.

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

MSC

Bubenik/Gonzalez

3 ayes

**Item 6.0 – Conferences/Education Schedule**

GM Sonksen gave a verbal report on the upcoming conferences.

**Item 7.0 - Adair & Evans – Audit Report 2022/2023**

Adair & Evans could not make this meeting and will present the 2022/23 Audit at the January 2024 Board Meeting.

**Item 8.0 – Irrigation Expansion**

GM Sonksen gave a verbal report. He reported that the District has purchased future irrigation products and employees have been working on installing them. During this process Covid-19 hit and an employee quit. With grass planting season quickly approaching, it doesn't appear District employees will be able to have this project ready for springtime hydro mulching. GM Sonksen has been in contact with several contractors and most are not willing to use pre-purchased products. One contractor, Sunset Landscapes, Inc. has indicated they would use these previously purchased products.

There are three phases to complete this project. 1) Phase I (main water line irrigation, \$ 16,632). Phase II (sprinkler line installation, \$ 31,883; and; 3) Phase 3 (hydro mulch southernmost area in April/May, \$ 12,267). Sunset Landscaping, Inc. has provided a bid for each Phase totaling \$ 60,782. Funding options in the 2023/24 budget have approximately \$47,500 that can be taken out of fixed assets leaving the remaining balance coming from the District infrastructure account combined with 2023/24 savings.

**A motion was made to combine the irrigation expansion Phase I, II and III and award the project to Sunset Landscapes, Inc., for \$ 60,782, direct GM and General Counsel to develop a contract and authorize President Johnson to execute.**

MSC

Bubenik/Gonzalez

3 ayes

**Item 9.0 – District Organization**

GM Sonksen gave a verbal report. He described the District organizational structure over the past 25 years. When Covid19 hit, the District’s volume of burial services increased approximately 75 services per year, and currently the District is an employee down. Grounds maintenance has increased by 10 acres on the expansion side. This all adds up to more lawn to maintain, headstones to place and edge, tree roses to maintain, etc. The District has looked into a labor force contractor but discovered contracted workers driving District equipment would not be covered under the District liability insurance. GM Sonksen presented a proposed revised District Organization Chart that could seasonally add (4) maintenance workers; and (1) administrative clerk. These positions would be Non-Regular Employees limited to 1000 hours worked of 125 paid workdays per year, eligible for State required sick leave at 1 hour for every 30 hours worked, but not eligible for other benefits provided to Regular Employees. The Board asked questions and GM Sonksen answered them.

**A motion was made to approve the District Organization chart and direct GM and General Counsel to revise the District Policy Handbook consistent with its approved recommendations.**

MSC                                      Gonzalez/Bubenik                                      3 ayes

**Item 10.0 – Surplus District Equipment**

GM Sonksen gave a verbal report. He reported that Kubota Cart serial # 91225 has 4,511 hours of use and was purchased in the 1990’s. This is one of six carts and was being used as a backup cart. With the District one groundskeeper down, it currently doesn’t need a backup cart. The Board ask questions and GM Sonksen answered them.

**A motion was made to surplus Kubota card serial # 91225, set the minimum value at \$ 4,500 and authorize a 5 day internet sealed bid sale.**

MSC                                      Gonzalez/Bubenik

**Item 11.0 – Reports**

*a) Cemetery Operations – Information*

GM gave a verbal report on a requested disinterment from 1941. The Board asked questions and GM Sonksen answered them.

**Item 12.0 – Closed Session**

None.

**Item 13.0 – Other Business**

None.

At 3:10 p.m. on November 15, 2023 the Meeting of the Board of Trustees was adjourned.

Approved: \_\_\_\_\_  
Date: 1/17/2024  
*Rene Gonzalez*  
Rene Gonzalez, Secretary

**NEXT MEETING OF THE BOARD OF TRUSTEES**

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