

MINUTES OF THE REGULAR MEETING
SEPTEMBER 17TH, 2024
BOARD OF TRUSTEES
CLOVIS CEMETERY DISTRICT
305 N. VILLA
CLOVIS CA. 93612

PRESENT

Jim Linenbach Chairman
Charles Rigsbee Trustee
Dwight Kroll Trustee
Charles Briggs Trustee
Ken Long Trustee

STAFF

Stacie Caldwell District Manager
Chauncie Kirkham District Sec. / Family Coord.
Juan Pedraza Operations Manager

The September 2024 meeting was called to order by Chairman Linenbach at 9:00 am and roll call was made, all were present.

ADDITONS TO THE AGENDA: None

UNSCHEDULED MATTERS: None

GENERAL CONSENT ITEMS:

Approval of July 2024 Minutes. Motion made by Trustee Rigsbee to approve July 2024 minutes. Trustee Kroll seconded the motion. Motion passed 5-0. Approval of July & August 2024 Expenses. Trustee Kroll made the motion to approve July & August 2024 Expenses. Trustee Long seconded the motion. Motion passed 5-0.

ACTION ITEMS:

A. OLD BUSINESS:

- a. Redbank expansion – 3 benches on order with an additional 3 ordered. Will be set once all benches have been received.
- b. Update on estimates for the road repair in the old section of the Clovis Cemetery – Coast to Coast estimate was received and reviewed by the board. No decision was made. Juan Pedraza made suggestion to repair Redbanks entrance in front of the shop to use CCD employees as a trail run before repairing Clovis cemetery roads. Motion was made by Trustee Rigsbee to repair Redbanks driveway in front of the shop totaling and not to exceed \$50,000.00. Trustee Kroll seconded the motion. Motion passed 5-0.
- c. Tollhouse expansion update- Trustee Kroll made the motion to remove trees & grade proposed area which will allow 240 grave spaces to take us roughly 20 years out. Trustee Briggs seconded the motion. Motion passed 5-0.
- d. Update on new niche project and other projected areas – Designer from Christy Vaults is in the process of drawing up plans.
- e. Update on 3 phase estimates for safety pruning in the Clovis Cemetery – South Bay estimate was received by the board of trustees. Chairman Linenbach made the motion to accept estimate given by South Bay to be completed in the 3 phases that are described in the estimate. Trustee Briggs seconded the motion. Motion passed 5-0

- f. Price Paige Company engagement letter FY 24/25 – board reviewed and wanted to add contingencies. Board of trustees gave Chairman Linenbach authority to approve engagement letter once contingencies have been added.

B. NEW BUSINESS:

- a. Steve Nessling & Kathy Glick of Computer Care/Attitude online to discuss new phone and wi-fi system – gave presentation for new phone service and wi-fi. Need fiber optics to be run from AT&T, contract for fiber optic work presented through Attitude Online/Computer Care and the board left the final decision up to District Manager to sign said contract.
- b. Juribu Nelson CPA gave presentation/explanation of all 5 CCD audits – June 2019 qualified report with findings but corrective actions were already in place. June 2020 – June 2023 were clean reports with no findings. The opinion of CPA Nelson was that the district is sound and able to run properly and efficiently. Trustee Rigsbee made the motion to accept all five years of financial statements. Trustee Long seconded the motion. Motion passed 5-0.
- c. New Chevrolet Silverado 3500 truck was picked up August 26th, 2024 – waiting for full insurance to be added by GSRMA before additional work is done to vehicle.
- d. Receive Grant from San Joaquin Air Pollution District in the amount of \$40,000.00 on August 5th, 2024 – district received reimbursement for the purchase of two new golf carts.
- e. Consider placing bench near grave site 776-4-SE-South along the canal area – Chairman Linenbach made the motion to purchase another bench to place along block 776. Trustee Rigsbee seconded the motion. Motion passed 5-0.

REPORTS AND ADMINISTRATIVE ACTION:

District Managers' report: USA staffing agency came to give presentation for replacing current temporary staffing agencies. Board decided to leave up to District Manager & Operations Manager as how to proceed.

Chairman's report: None

Board member report: None

Chairman Linenbach adjourned the meeting at 12:10 a.m.

Next regular meeting: October 15th, 2024 at 9:00a.m.



JIM LINENBACH, CHAIRMAN



CHAUNCIE KIRKHAM, DISTRICT SEC./FAMILY COORDINATOR