

Tracy Public Cemetery District

Schulte Memorial Park / Valpico Memorial Park
501 E. SCHULTE RD.
TRACY, CALIFORNIA 95376

TRUSTEES
Richard A. Paulson
Eugene D. Birk
Derrick J. Davis
Dianne S. Timan
Kevin Tobeck
CLERK OF THE BOARD
Alma E. Celaya

TELEPHONE
(209) 835-2930

FACSIMILE
(209) 835-8441

Agenda **Regular Monthly** **March 9, 2022**

- I. Call Meeting to Order:**
- II. Roll Call:**
- III. Review of Agenda Items:**
- IV. Approve Minutes:** Regular/Closed Board Meeting of February 9, 2022.
- V. From the Floor / Comments from the Public: Recognize Visitors, Public input for non-Agenda items. No action will be taken on non-Agenda items; speakers limited to five minutes.**
- VI. Manager's Report:**
 - 1. Financial Reports: January, 2022
 - 2. February 2022 Interment Totals
 - 3. Review of Warrants
 - 4. 700 Forms - Reminder
 - 5. Vaughn Gates VFW/American Legend – Storage for American Flags
 - 6. Bank Transfer & Endowment/County Deposits
- VII. Trustees Comments:**
- VIII. Old Business:**
 - A. District Business:**
 - B. Schulte Memorial Park:**
 - 1. Main Entrance Project ~ Update
 - B. Valpico Memorial Park:**
 - 1. Paul Abbate - Update
- IX. New Business:**
- X. Closed Session:**
- Adjournment:**

Regular Board Meetings are held at the Tracy Public Cemetery District office 501 E. Schulte Rd, Tracy Ca, the second Wednesday of every month at 5:30 pm unless otherwise specified

**NOTICE FOR ALL THOSE ATTENDING THIS MEETING
YOU MUST WEAR A MASK BEFORE ENTERING THE MEETING ROOM**

Tracy Public Cemetery District

Board Meeting Minutes
Of
March 9, 2022

Regular Board Meeting called to order at 5:35 pm by Chairman Eugene Birk via Zoom at Schulte Memorial Park District office.

Roll Call Via Zoom:

Present: Chairman Eugene Birk, Vice-Chair Kevin Tobeck, Trustee Derrick Davis, Trustee Scott Arganbright, Trustee Dianne Timan, Office Admin Loran Prater, and Office Admin Brandy Zamora.
Absent: Manager Maylene Warner.

Review of Agenda Items:

Visitors in Attendance: None

Comments from the Floor: None

Minutes: The Regular Session Meeting Minutes of February 9, 2022 were approved by motion of Trustee Arganbright, second by Trustee Timan, motion passed unanimous.

Financial Report: January 2022 Financial reports were approved by motion of Trustee Davis, second by Vice-Chair Tobeck, motion passed unanimous.

Monthly Interments: A copy of the February 2022 Burial Report was included in the meeting packet; total for Schulte 17 burials which included 12 full casket burials, 0 infant burial and 5 cremation burials. 4 At-Need and 13 Pre-Need. Total for Valpico Memorial Park 1 burial which includes 1 full casket burial, 0 cremation burial and 0 baby burial. 1 At-Need and 0 Pre-Need.

Pre-Need Account: The cash amount of pre-paid interment rights and services used (Schulte) for the month of February 2022, \$4805.00.

Review of Warrants: Warrants of February 28, 2022, were approved by motion of Trustee Davis, second by Trustee Timan, motion passed unanimous.

Trustees Comments: Per Manager Warner, Office Admin Prater reported that we were informed by our legal counsel Mark Velasquez from Best Best and Krieger not to speak about the incident that occurred at Schulte Memorial Park in February 2022. All discussions of this incident will be in closed session.

Old Business:

A. District Business:

- District Polices:** Nothing to report
- 700 Form-** Per Manager Warner, Office Admin Prater advised the Trustees that Manager Warner is wanting the 700 forms to be completed and turned in by the next board meeting.
- Bank Transfers/Endowment and County Transfers:** Per Manager Warner, Office Admin Prater reported on March 2, 2022 deposits were made to the following accounts:
44101: County General Operating Fund \$688,999.60
44105: County Pre-Need Fund \$307,900.00
27263950: Endowment Account \$184,950.00
- Pre-Need Account:** Pre-Need used for the year ending December 31, 2021 in the amount of **\$55,425.00** will be transferred out of the **County Pre-Need Account 44105** and deposited into the **County Reserve Account 44102**, a signed letter of request has been submitted to the county.

A. Schulte Memorial Park

- **Main Entrance Project (2nd Phase)**: Vice-Chair Tobeck reported he has received one quote from Steel Guard Fencing in the amount of \$165,000, which would include masonry, columns, the design and installing the new sign. It does not include electrical from the shop to the gates. Update at next meeting.
- **Vaughn Gates/VFW Storage for American Flags-** Per Manager Warner, Office Admin Loran Prater reported Vaught Gates from American Legion/VFW would like to place a storage container shed on the south side of the cemetery property to store their American flags and metal poles at their cost. Manager Warner to write a letter for Vaughn Gates stating they cannot hold TPCD liable for any damages or stolen property, this came by motion of Vice-Chair Tobeck, second by Trustee Timan, motion passed unanimous.

B. Valpico Memorial Park:

- **Irrigation**: Nothing to report
- **Paul Abbate Farms**: Office Admin Prater reported that Manager Warner has called Paul Abbate twice and left voicemails with no return calls. Update at next meeting

Closed Session: none

Being no further business to discuss, the Regular Meeting was adjourned at 6:09 pm by Trustee Derrick Davis

Respectfully,
Loran Prater

Tracy Public Cemetery District

Board Meeting Minutes
Of
March 9, 2022

Put
under
trustee
comments

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Roll Call Via Zoom:

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B. Valpico Memorial Park:

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Closed Session: none

Being no further business to discuss, the Regular Meeting was adjourned at 6:09 pm by Trustee Derrick Davis

Respectfully,
Loran Prater

TRACY PUBLIC CEMETERY DISTRICT

Profit & Loss by Class

July 2021 through February 2022

	SCHULTE	SCHULTE END	SCHULTE PN	VALPICO	VALPICO END	VALPICO PN
Ordinary Income/Expense						
Income						
3016 · Disinterment Fee Income	5,150.00	0.00	0.00	0.00	0.00	0.00
3005 · Lot Sales	162,850.00	0.00	0.00	63,850.00	0.00	0.00
3010 · Endowment Sales	0.00	94,850.00	0.00	700.00	22,600.00	1,200.00
3015 · Open/Close	116,035.00	0.00	103,600.00	14,200.00	0.00	40,250.00
3020 · Vault Sales	41,050.00	0.00	30,850.00	6,400.00	0.00	10,800.00
3025 · Vault Handling Fee	14,700.00	0.00	9,450.00	2,150.00	0.00	3,750.00
3030 · Saturday Service Fee	7,800.00	0.00	0.00	0.00	0.00	0.00
3040 · Non Resident Fee	44,600.00	0.00	17,450.00	1,400.00	0.00	2,100.00
3042 · Misc Sales	3,500.00	0.00	50.00	0.00	0.00	0.00
3045 · Curr-Taxes-Secured	544,471.65	0.00	0.00	0.00	0.00	0.00
3046 · Curr-Taxes-Unsecured	47,805.89	0.00	0.00	0.00	0.00	0.00
3047 · Prior-Taxes	398.57	0.00	0.00	0.00	0.00	0.00
3048 · Supplemental-Taxes	3,964.22	0.00	0.00	0.00	0.00	0.00
3064 · Interest-STIFEL Advisors	0.00	35,346.07	0.00	0.00	0.00	0.00
3065 · Interest-County-Pre-Need	2,148.00	0.00	1,215.00	0.00	0.00	0.00
3066 · Interest-County-Gen-Res	1,912.00	0.00	0.00	0.00	0.00	0.00
3068 · Interest-County General	1,397.00	0.00	0.00	0.00	0.00	0.00
3073 · Interest-Cap Improvement Fund	1,661.00	0.00	0.00	0.00	0.00	0.00
3070 · Interest-Bank	301.19	0.00	0.00	0.00	0.00	0.00
3080 · Securities Gains/Losses	0.00	-70,261.43	0.00	0.00	0.00	0.00
Total Income	999,744.52	59,934.64	162,615.00	88,700.00	22,600.00	58,100.00
Cost of Goods Sold						
4005 · Vault Purchase	28,580.00	0.00	0.00	3,156.00	0.00	0.00
4010 · Buy Backs / Refunds						
4012 · Lot Buy Back	0.00	0.00	0.00	250.00	0.00	0.00
4013 · Non Resident Refund	1,400.00	0.00	0.00	0.00	0.00	0.00
4010 · Buy Backs / Refunds - Other	1,740.00	0.00	0.00	4,150.00	0.00	0.00
Total 4010 · Buy Backs / Refunds	3,140.00	0.00	0.00	4,400.00	0.00	0.00
Total COGS	31,720.00	0.00	0.00	7,556.00	0.00	0.00
Gross Profit	968,024.52	59,934.64	162,615.00	81,144.00	22,600.00	58,100.00
Expense						

TRACY PUBLIC CEMETERY DISTRICT

Profit & Loss by Class

July 2021 through February 2022

	SCHULTE	SCHULTE END	SCHULTE PN	VALPICO	VALPICO END	VALPICO PN
5231 · County Auditor	10,798.06	0.00	0.00	0.00	0.00	0.00
5105 · Salaries Regular	234,202.48	0.00	0.00	0.00	0.00	0.00
5120 · Salaries Overtime	37,980.31	0.00	0.00	0.00	0.00	0.00
5130 · Retirement	89,819.17	0.00	0.00	0.00	0.00	0.00
5140 · Payroll Taxes						
FICA	17,368.18	0.00	0.00	0.00	0.00	0.00
Medicare	4,051.41	0.00	0.00	0.00	0.00	0.00
SDI	-3,327.77	0.00	0.00	0.00	0.00	0.00
State Unemployment	7,418.56	0.00	0.00	0.00	0.00	0.00
5140 · Payroll Taxes - Other	7,699.77	0.00	0.00	0.00	0.00	0.00
Total 5140 · Payroll Taxes	33,210.15	0.00	0.00	0.00	0.00	0.00
5150 · Health Insurance	120,705.71	0.00	0.00	0.00	0.00	0.00
5165 · Vision Care	733.92	0.00	0.00	0.00	0.00	0.00
5205 · Office Expense	11,675.13	0.00	0.00	2,843.65	0.00	0.00
5210 · Postage	232.00	0.00	0.00	0.00	0.00	0.00
5220 · Meeting Expense	3,784.85	0.00	0.00	0.00	0.00	0.00
5225 · Membership/Subscription Expense	378.00	0.00	0.00	0.00	0.00	0.00
5230 · Prof Service	10,234.68	0.00	0.00	212.00	0.00	0.00
5240 · Sales Tax	8,343.60	0.00	0.00	0.00	0.00	0.00
5305 · Fuel-Oil-Lube	5,238.30	0.00	0.00	775.17	0.00	0.00
5315 · Uniforms & Laundry	6,137.76	0.00	0.00	0.00	0.00	0.00
5320 · Utility Expense	27,206.39	0.00	0.00	12,413.92	0.00	0.00
5405 · Maint-Equipment	7,523.83	0.00	0.00	484.45	0.00	0.00
5410 · Tire-Repair	45.00	0.00	0.00	0.00	0.00	0.00
5415 · Maint-Building/Grounds	65,283.53	0.00	0.00	16,975.09	0.00	0.00
Total Expense	673,532.87	0.00	0.00	33,704.28	0.00	0.00
Net Ordinary Income	294,491.65	59,934.64	162,615.00	47,439.72	22,600.00	58,100.00
Net Income	294,491.65	59,934.64	162,615.00	47,439.72	22,600.00	58,100.00

TRACY PUBLIC CEMETERY DISTRICT

Balance Sheet

As of February 28, 2022

Accrual Basis

	<u>Feb 28, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
1001 · Cash General	51,975.00
1101 · Cash in Bank -General Operating	738,181.96
1112 · Cash in Bank-Pre-Need	346,400.00
1172 · Cash in Bank-Endowment	206,700.00
44101 · Cash in County-General operatin	1,304,875.89
44102 · Cash in County-Gen Reserve	1,205,309.51
44105 · Cash in County-Pre-Need	1,354,255.12
44191 · Capital Improvements Fund	1,047,919.30
Total Checking/Savings	<u>6,255,616.78</u>
Other Current Assets	
1273 · Endowment Acct	1,372,316.69
1274 · Endowment Interest Acct	934,344.45
1400 · Returned Checks	-40.50
1900 · Prepaid Expenses	44,912.00
Total Other Current Assets	<u>2,351,532.64</u>
Total Current Assets	<u>8,607,149.42</u>
Fixed Assets	
2500 · Valpico Land	3,314,661.31
2150 · Land Improvements	384,836.19
2200 · Building	517,847.00
2300 · Furniture & Equipment	514,866.69
2400 · Accumulated Depreciation	-1,063,476.89
Total Fixed Assets	<u>3,668,734.30</u>
TOTAL ASSETS	<u><u>12,275,883.72</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2076 · Deferred Inflows	58,663.00
2075 · Deferred Outflows	-337,757.00
2090 · Deferred Income Pre-Need	981,651.00
2070-0 · Pension Liability	1,016,587.00
2010 · Accounts Payable - Manual	12,115.00
2020 · Wages Payable	4,915.00
2050 · Accrued Vacation	38,485.67
Total Other Current Liabilities	<u>1,774,659.67</u>
Total Current Liabilities	<u>1,774,659.67</u>
Long Term Liabilities	
2080-0 Health Insurance Retiree	96,218.00
Total Long Term Liabilities	<u>96,218.00</u>
Total Liabilities	<u>1,870,877.67</u>

TRACY PUBLIC CEMETERY DISTRICT
Profit & Loss Prev Year Comparison
 July 2021 through February 2022

	Jul '21 - Feb 22	Jul '20 - Feb 21
Ordinary Income/Expense		
Income		
3016 · Disinternment Fee Income	5,150.00	0.00
3005 · Lot Sales	226,700.00	183,600.00
3010 · Endowment Sales	119,350.00	89,350.00
3015 · Open/Close	274,085.00	204,450.00
3020 · Vault Sales	89,100.00	69,750.00
3025 · Vault Handling Fee	30,050.00	23,100.00
3030 · Saturday Service Fee	7,800.00	1,950.00
3040 · Non Resident Fee	65,550.00	37,100.00
3042 · Misc Sales	3,550.00	9,571.46
3045 · Curr-Taxes-Secured	544,471.65	473,988.09
3046 · Curr-Taxes-Unsecured	47,805.89	44,892.36
3047 · Prior-Taxes	398.57	0.00
3048 · Supplemental-Taxes	3,964.22	27,767.53
3049 · State HOPTR	0.00	3,270.31
3064 · Interest-STIFEL Advisors	35,346.07	19,403.41
3065 · Interest-County-Pre-Need	3,363.00	7,777.00
3066 · Interest-County-Gen-Res	2,993.00	7,290.00
3068 · Interest-County General	1,397.00	8,388.00
3073 · Interest-Cap Improvement Fund	2,601.00	6,810.00
3070 · Interest-Bank	301.19	140.74
3080 · Securities Gains/Losses	-70,261.43	-20,975.61
Total Income	1,393,715.16	1,197,623.29
Cost of Goods Sold		
4005 · Vault Purchase	31,736.00	30,121.00
4010 · Buy Backs / Refunds		
4012 · Lot Buy Back	250.00	1,050.00
4013 · Non Resident Refund	1,400.00	600.00
4010 · Buy Backs / Refunds - Other	5,890.00	6,025.00
Total 4010 · Buy Backs / Refunds	7,540.00	7,675.00
Total COGS	39,276.00	37,796.00
Gross Profit	1,354,439.16	1,159,827.29
Expense		
5231 · County Auditor	10,798.06	7,048.00
5105 · Salaries Regular	234,202.48	259,161.50
5120 · Salaries Overtime	37,980.31	37,842.78
5130 · Retirement	89,819.17	104,759.62
5140 · Payroll Taxes		
FICA	17,368.18	18,414.26
Medicare	4,051.41	3,767.95
SDI	-3,327.77	-3,116.37
State Unemployment	7,418.56	3,071.47
5140 · Payroll Taxes - Other	7,699.77	538.64

TRACY PUBLIC CEMETERY DISTRICT
Profit & Loss Prev Year Comparison
 July 2021 through February 2022

	Jul '21 - Feb 22	Jul '20 - Feb 21
Total 5140 · Payroll Taxes	33,210.15	22,675.95
5150 · Health Insurance	120,705.71	88,259.92
5165 · Vision Care	733.92	1,069.84
5205 · Office Expense	14,518.78	12,287.29
5210 · Postage	232.00	220.00
5220 · Meeting Expense	3,784.85	5,003.78
5225 · Membership/Subscription Expense	378.00	1,128.00
5230 · Prof Service	10,446.68	14,475.70
5240 · Sales Tax	8,343.60	5,753.00
5250 · Bank Charges	0.00	-2.50
5305 · Fuel-Oil-Lube	6,013.47	4,281.06
5315 · Uniforms & Laundry	6,137.76	5,629.85
5320 · Utility Expense	39,620.31	40,762.92
5330 · Equipment Purchase	0.00	17,333.77
5405 · Maint-Equipment	8,008.28	16,975.88
5410 · Tire-Repair	45.00	0.00
5415 · Maint-Building/Grounds	82,258.62	205,104.90
Total Expense	<u>707,237.15</u>	<u>849,771.26</u>
Net Ordinary Income	<u>647,202.01</u>	<u>310,056.03</u>
Net Income	<u><u>647,202.01</u></u>	<u><u>310,056.03</u></u>

SCHULTE MEMORIAL PARK

Month	Full	Baby	Ash	AN	PN	PN USED	2022 Burials
January	18	0	11	10	19	\$3,705	29
February	12	0	5	4	13	\$4,805	17
March	13	0	9	11	11	\$7,750	22
April							
May							
June							
July							
August							
September							
October							
November							
December							
Totals	43	0	0	25	43	\$ 16,260.00	68

VALPICO MEMORIAL PARK

MONTH	FULL	BABY	ASH	AN	PN	PN USED	2022 Burials
January	3	0	1	4	0	\$ -	4
February	1	0	0	1	0	\$ -	1
March	1	0	1	2	0	\$ -	2
April						\$ -	
May						\$ -	
June						\$ -	
July						\$ -	
August						\$ -	
September						\$ -	
October						\$ -	
November						\$ -	
December						\$ -	
Totals						\$ -	

TRACY PUBLIC CEMETERY DISTRICT

Warrant Request

March 30, 2022

Name Address	Num	Name Account #	Split	Amount
EWING				
3441 EAST HARBOUR DR PHOENIX, AZ 85034	11883	6260000000	44101 · Cash in County-General o...	205.08
Total EWING				205.08
GENERAL EMPLOYEES TRUST FUND				
P.O BOX 55037 HAYWARD, CA 94545-0037	11859	6050000000	44101 · Cash in County-General o...	12,902.35
Total GENERAL EMPLOYEES TRUST FUND				12,902.35
KEVIN TOBECK				
1222 Citadelle St Tracy, Ca 95304	11874	6226007100	44101 · Cash in County-General o...	100.00
Total KEVIN TOBECK				100.00
LEONE E. COTCHER				
5701 NORTH ARLISS AVE. MERIDIAN, ID 836...	11885	6226007000	44101 · Cash in County-General o...	675.00
Total LEONE E. COTCHER				675.00
MISSION UNIFORM SERVICE				
136 Coyado ave Modesto, Ca 95350-5813	11869	6246005200	44101 · Cash in County-General o...	613.26
Total MISSION UNIFORM SERVICE				613.26
NAPA AUTO PARTS				
80 EAST 11TH ST TRACY CA 95376	11884	6211000000	44101 · Cash in County-General o...	210.74
Total NAPA AUTO PARTS				210.74
PACIFIC GAS & ELECTRIC CO				
P.O.BOX 997300 SACRAMENTO, CA 95899	11861	6249000000	44101 · Cash in County-General o...	1,606.55
P.O.BOX 997300 SACRAMENTO, CA 95899	11861	6249000000	44101 · Cash in County-General o...	314.56
Total PACIFIC GAS & ELECTRIC CO				1,921.11
PONTEM SOFTWARE				
PO BOX 988 JACKSON, MI 49204	11877	6209000000	44101 · Cash in County-General o...	165.00
Total PONTEM SOFTWARE				165.00
PUBLIC CEMETERY ALLIANCE				
POST OFFICE BOX 494 GRIDLEY, CA 95948	11876	6209000000	44101 · Cash in County-General o...	300.00
Total PUBLIC CEMETERY ALLIANCE				300.00
R & S ErectionTri-County				
5265 JERUSALEM CT MODESTO, CA 95356	11865	6260000000	44101 · Cash in County-General o...	345.00
Total R & S ErectionTri-County				345.00
SARVEY'S SHOES				
501 W. GRANTLINE RD TRACY, CA 95376	11858	6240050100	44101 · Cash in County-General o...	125.00
Total SARVEY'S SHOES				125.00
SCOTT G. ARGANBRIGHT				
TRACY, CA 95376	11875	6226007100	44101 · Cash in County-General o...	100.00
Total SCOTT G. ARGANBRIGHT				100.00
SILVA ELECTRICAL, INC				
PO BOX 771 TRACY, CA 95378	11866	6260000000	44101 · Cash in County-General o...	608.44
Total SILVA ELECTRICAL, INC				608.44
STOCKTON PETROLIUM CO				
P.O.Box 326 Stockton, CA 95201	11867	6211000400	44101 · Cash in County-General o...	887.35
Total STOCKTON PETROLIUM CO				887.35

3:58 PM
04/12/22
Accrual Basis

TRACY PUBLIC CEMETERY DISTRICT
Warrant Request
March 30, 2022

Name Address	Num	Name Account #	Split	Amount
SUBURBAN PROPANE P.O.BOX 12027 FRESNO, CA 93776-2027	11868	6211000400	44101 · Cash in County-General o...	100.00
Total SUBURBAN PROPANE				100.00
VAN'S ACE HARDWARE 2695 N TRACY BLVD Tracy Ca 95376	11862	6211000000	44101 · Cash in County-General o...	832.86
Total VAN'S ACE HARDWARE				832.86
VAN CLEVE CONCRETE PRODUCTS, INC P.O. Box 455 KINGSBURG, CA 93631	11863	6226006900	44101 · Cash in County-General o...	3,145.00
Total VAN CLEVE CONCRETE PRODUCTS, INC				3,145.00
TOTAL				29,168.53