

Tracy Public Cemetery District

Board Meeting Minutes
Of
June 15, 2022

Regular Board Meeting called to order at 5:38 pm by Chairman Eugene Birk at Schulte Memorial Park District office.

Roll Call:

Present: Chairman Eugene Birk, Vice-Chair Kevin Tobeck (via phone), Trustee Derrick Davis, Trustee Scott Arganbright, Trustee Dianne Timan, Manager Warner and Office Admin Loran Prater.

Review of Agenda Items:

Visitors in Attendance: None

Comments from the Floor: None

Minutes: The Regular Session Meeting Minutes of May 18, 2022 were approved by motion of Trustee Arganbright, second by Trustee Davis, motion passed unanimous.

Financial Report: April 2022 Financial reports were approved by motion of Trustee Davis, second by Trustee Timan, motion passed unanimous.

Monthly Interments: A copy of the May 2022 Burial Report was included in the meeting packet; total for Schulte 7 burials which included 4 full casket burials, 0 infant burial and 3 cremation burials.

1 At-Need and 6 Pre-Need. Total for Valpico Memorial Park 2 burial which includes 1 full casket burial, 1 cremation burial and 0 baby burial. 2 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 March 2022, \$2,700.00.

Review of Warrants: Warrants of May 18, 2022, were approved by motion of Trustee Davis, second by Trustee Arganbright, motion passed unanimous.

Trustees Comments:

Old Business:

A. District Business:

- District Polices:** Nothing to report
- VJ'S Power Washing:** Manager Warner reported that she received a quote from VJ's Power Washing in the amount of \$3500 for Schulte and \$1950 for Valpico to remove the water stains from the wrought iron fences. Vice-Chair Tobeck requested a test run. He would like them to power wash a section of the fence. Vice-Chair Tobeck asked that we get another quote from another company to compare. Update at next meeting.
- Rules/Regulations for Schulte and Valpico -** Manager Warner reported we need to add additional rules and regulations to our packets we give to our families. Trustees asked if what was given to them had all revisions on it. Maylene said she wants to review them again. Update at next meeting.
- Budget 2022-2023:** Manager Warner provided the 2022-2023 budget to the trustees. They requested that we add \$105,000 at the bottom of the budget for unpredictable inflation. Motion to approve the 2022-2023 budget by Trustee Arganbright, second by Trustee Timan, motion passed unanimous.
- Possible Groundskeeper New Hires:** Manger Warner gave Trustees a copy of the job posting for Zip Recruiter to see if they wanted to add or remove anything. Trustee Arganbright requested they add wage, proof of citizenship, and typical work hours for groundskeeper position. For Operations manager, they requested to add desirable experience in public works, city county, parks and rec, and to post it on CAPC and other cemetery sites.
- City of Tracy Grant Proposal Letter-** Manager Warner reported with the help from Vice-Chair Tobeck, a letter from the city was sent to us requesting our support for a grant to add a sidewalk along MacArthur Drive. On June 13, 2022, the support for the East Schulte Safety and Multimodal letter was signed and delivered to the city of Tracy.

A. Schulte Memorial Park

- **Main Entrance Project (2nd Phase)**: Vice-Chair Tobeck reported he is waiting on the formal bid from Steel Guard Fencing and one from Silva Electric. Update at next meeting.
- **Two Dead-End Roads on Eastside**: Manager Warner reported that Scott from Turf N Tree sent us a quote in the amount of \$26,645. This includes 2 areas measuring approximately 18'x100' on the east side of the cemetery, remove and dispose of existing asphalt, 4' to 6' of base rock, back fill with sandy loam top soil to match grade to adjacent lawn, amend and prep for new lawn and install fescue/blue blend rolled sod. TPCD groundskeepers will install irrigation. Update at next meeting.

B. Valpico Memorial Park:

- **Irrigation**: Nothing to report

Closed Session: Trustee's and Manager went into closed session at 6:59pm and being no further business to discuss, Closed Session was adjourned at 7:40 pm and resumed to the regular meeting. Manager Warner reported out as follows: Discussed personnel.

Being no further business to discuss, the Regular Meeting was adjourned at 7:40 pm by Chairman Birk.

Respectfully,
Maylene Warner

TRACY PUBLIC CEMETERY DISTRICT
 Profit & Loss by Class
 July 2021 through May 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	183,600.00	0.00	0.00	111,950.00	0.00	0.00
3010 · Endowment Sales	0.00	105,650.00	0.00	0.00	41,600.00	700.00
3015 · Open/Close	146,285.00	0.00	137,350.00	24,850.00	0.00	69,800.00
3020 · Vault Sales	54,150.00	0.00	37,500.00	9,600.00	0.00	21,300.00
3025 · Vault Handling Fee	20,000.00	0.00	11,800.00	3,450.00	0.00	7,950.00
3030 · Saturday Service Fee	10,400.00	0.00	0.00	0.00	0.00	0.00
3040 · Non Resident Fee	51,600.00	0.00	23,750.00	3,500.00	0.00	5,600.00
3042 · Misc Sales	7,700.00	0.00	50.00	0.00	0.00	0.00
3045 · Curr-Taxes-Secured	1,011,318.34	0.00	0.00	0.00	0.00	0.00
3046 · Curr-Taxes-Unsecured	48,051.97	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	7,928.44	0.00	0.00	0.00	0.00	0.00
3049 · State HOPTR	2,323.34	0.00	0.00	0.00	0.00	0.00
3064 · Interest-STIFEL Advisors	0.00	54,212.98	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	4,869.00	0.00	0.00	0.00	0.00	0.00
3073 · Interest-Cap Improvement Fund	2,509.00	0.00	0.00	0.00	0.00	0.00
3070 · Interest-Bank	341.66	0.00	0.00	0.00	0.00	0.00
3071 · Misc	143.27	0.00	0.00	0.00	0.00	0.00
3080 · Securities Gains/Losses	0.00	-145,913.28	0.00	0.00	0.00	0.00
Total Income	1,560,828.59	13,949.70	211,665.00	153,350.00	41,600.00	105,350.00
Cost of Goods Sold						
4005 · Vault Purchase	38,062.00	0.00	0.00	9,493.00	0.00	0.00
4010 · Buy Backs / Refunds						
4012 · Lot Buy Back	0.00	0.00	0.00	3,850.00	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	2,555.00	0.00	0.00	19,150.00	0.00	0.00
Total 4010 · Buy Backs / Refunds	3,955.00	0.00	0.00	23,000.00	0.00	0.00
Total COGS	42,017.00	0.00	0.00	32,493.00	0.00	0.00

TRACY PUBLIC CEMETERY DISTRICT

Profit & Loss by Class

July 2021 through May 2022

	SCHULTE	SCHULTE END	SCHULTE PN	VALPICO	VALPICO END	VALPICO PN
Gross Profit	1,518,811.59	13,949.70	211,665.00	120,857.00	41,600.00	105,350.00
Expense						
5231 · County Auditor	10,798.06	0.00	0.00	0.00	0.00	0.00
5105 · Salaries Regular	328,671.73	0.00	0.00	0.00	0.00	0.00
5120 · Salaries Overtime	53,929.07	0.00	0.00	0.00	0.00	0.00
5130 · Retirement	129,064.77	0.00	0.00	0.00	0.00	0.00
5140 · Payroll Taxes						
FICA	24,213.63	0.00	0.00	0.00	0.00	0.00
Medicare	5,652.48	0.00	0.00	0.00	0.00	0.00
SDI	-4,529.35	0.00	0.00	0.00	0.00	0.00
State Unemployment	9,290.52	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	42,327.05	0.00	0.00	0.00	0.00	0.00
5150 · Health Insurance	143,478.09	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	15,809.32	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	5,292.27	0.00	0.00	0.00	0.00	0.00
5225 · Membership/Subsription Expense	738.00	0.00	0.00	0.00	0.00	0.00
5230 · Prof Service	11,894.05	0.00	0.00	212.00	0.00	0.00
5240 · Sales Tax	11,384.56	0.00	0.00	0.00	0.00	0.00
5305 · Fuel-Oil-Lube	6,584.46	0.00	0.00	2,248.55	0.00	0.00
5315 · Uniforms & Laundry	9,059.18	0.00	0.00	0.00	0.00	0.00
5320 · Utility Expense	34,409.22	0.00	0.00	14,486.23	0.00	0.00
5405 · Maint-Equipment	8,601.23	0.00	0.00	984.45	0.00	0.00
5410 · Tire-Repair	45.00	0.00	0.00	0.00	0.00	0.00
5415 · Maint-Building/Grounds	80,435.22	0.00	0.00	19,388.85	0.00	0.00
Total Expense	893,487.20	0.00	0.00	40,163.73	0.00	0.00
Net Ordinary Income	625,324.39	13,949.70	211,665.00	80,693.27	41,600.00	105,350.00
Net Income	625,324.39	13,949.70	211,665.00	80,693.27	41,600.00	105,350.00

TRACY PUBLIC CEMETERY DISTRICT

Balance Sheet

As of May 31, 2022

Accrual Basis

	May 31, 22
ASSETS	
Current Assets	
Checking/Savings	
1001 · Cash General	51,975.00
1101 · Cash in Bank -General Operating	195,352.60
1112 · Cash in Bank-Pre-Need	133,400.00
1172 · Cash in Bank-Endowment	50,350.00
44101 · Cash in County-General operatin	2,173,703.11
44102 · Cash in County-Gen Reserve	1,261,725.51
44105 · Cash in County-Pre-Need	1,607,892.12
44191 · Capital Improvements Fund	1,048,767.30
Total Checking/Savings	6,523,165.64
Other Current Assets	
1273 · Endowment Acct	1,517,753.56
1274 · Endowment Interest Acct	917,072.64
1400 · Returned Checks	-77.00
1499 · Undeposited Funds	4,500.00
1900 · Prepaid Expenses	44,912.00
Total Other Current Assets	2,484,161.20
Total Current Assets	9,007,326.84
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	3,668,734.30
TOTAL ASSETS	12,676,061.14
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	1,774,659.67
Total Current Liabilities	1,774,659.67
Long Term Liabilities	
2080-0 Health Insurance Retiree	96,218.00
Total Long Term Liabilities	96,218.00
Total Liabilities	1,870,877.67

TRACY PUBLIC CEMETERY DISTRICT

Balance Sheet

As of May 31, 2022

Accrual Basis

	May 31, 22
Equity	
2800 · Fixed Assets Equity	3,516,836.00
2810 · Endowment Equity	1,073,811.02
2820 · General Fund Equity	2,451,350.39
2850 · Pre-Need Equity	96,587.00
3000 · Opening Bal Equity	109,405.79
3900 · Retained Earnings	2,476,589.91
Net Income	1,080,603.36
Total Equity	10,805,183.47
TOTAL LIABILITIES & EQUITY	12,676,061.14

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

	<u>Jul '21 - May 22</u>	<u>Jul '20 - May 21</u>
Ordinary Income/Expense		
Income		
3016 · Disinternment Fee Income	5,150.00	0.00
3005 · Lot Sales	295,550.00	285,000.00
3010 · Endowment Sales	147,950.00	142,300.00
3015 · Open/Close	378,285.00	296,250.00
3020 · Vault Sales	122,550.00	96,500.00
3025 · Vault Handling Fee	43,200.00	31,650.00
3030 · Saturday Service Fee	10,400.00	4,550.00
3040 · Non Resident Fee	84,450.00	53,900.00
3042 · Misc Sales	7,750.00	14,346.46
3045 · Curr-Taxes-Secured	1,011,318.34	892,203.45
3046 · Curr-Taxes-Unsecured	48,051.97	45,222.69
3047 · Prior-Taxes	398.57	0.00
3048 · Supplemental-Taxes	7,928.44	31,635.25
3049 · State HOPTR	2,323.34	6,540.62
3064 · Interest-STIFEL Advisors	54,212.98	21,200.26
3065 · Interest-County-Pre-Need	3,363.00	9,001.00
3066 · Interest-County-Gen-Res	2,993.00	8,384.00
3068 · Interest-County General	4,869.00	9,833.00
3073 · Interest-Cap Improvement Fund	3,449.00	7,773.00
3070 · Interest-Bank	341.66	172.90
3071 · Misc	143.27	0.00
3080 · Securities Gains/Losses	-145,913.28	-15,518.17
Total Income	<u>2,088,764.29</u>	<u>1,940,944.46</u>
Cost of Goods Sold		
4005 · Vault Purchase	47,555.00	35,594.78
4010 · Buy Backs / Refunds		
4012 · Lot Buy Back	3,850.00	1,050.00
4013 · Non Resident Refund	1,400.00	1,300.00
4014 · Opening / Closing Refund	0.00	600.00
4010 · Buy Backs / Refunds - Other	21,705.00	6,505.00
Total 4010 · Buy Backs / Refunds	<u>26,955.00</u>	<u>9,455.00</u>
Total COGS	<u>74,510.00</u>	<u>45,049.78</u>
Gross Profit	<u>2,014,254.29</u>	<u>1,895,894.68</u>
Expense		
5231 · County Auditor	10,798.06	14,096.00
5105 · Salaries Regular	328,671.73	366,447.98
5120 · Salaries Overtime	53,929.07	51,670.16
5130 · Retirement	129,064.77	144,843.28
5140 · Payroll Taxes		
FICA	24,213.63	25,923.32
Medicare	5,652.48	5,524.09
SDI	-4,529.35	-4,499.04

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

	Jul '21 - May 22	Jul '20 - May 21
State Unemployment	9,290.52	7,837.20
5140 · Payroll Taxes - Other	7,699.77	767.64
Total 5140 · Payroll Taxes	42,327.05	35,553.21
5150 · Health Insurance	143,478.09	132,125.22
5165 · Vision Care	733.92	1,069.84
5205 · Office Expense	18,652.97	13,421.47
5210 · Postage	232.00	220.00
5220 · Meeting Expense	5,292.27	6,663.17
5225 · Membership/Subscription Expense	738.00	1,198.00
5230 · Prof Service	12,106.05	16,342.55
5240 · Sales Tax	11,384.56	7,230.00
5250 · Bank Charges	0.00	-2.50
5305 · Fuel-Oil-Lube	8,833.01	7,354.97
5315 · Uniforms & Laundry	9,059.18	7,664.11
5320 · Utility Expense	48,895.45	53,285.70
5330 · Equipment Purchase	0.00	17,333.77
5405 · Maint-Equipment	9,585.68	26,183.62
5410 · Tire-Repair	45.00	0.00
5415 · Maint-Building/Grounds	99,824.07	248,149.06
Total Expense	933,650.93	1,150,849.61
Net Ordinary Income	1,080,603.36	745,045.07
Net Income	1,080,603.36	745,045.07

SCHULTE MEMORIAL PARK

<u>Month</u>	<u>Full</u>	<u>Baby</u>	<u>Ash</u>	<u>AN</u>	<u>PN</u>	<u>PN USED</u>	<u>2022 Burials</u>
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	7	1	7	1	14	\$4,700.00	15
May	4	0	3	1	6	\$2,700.00	7
June	16	0	8	4	20	\$10,135.00	24
July							
August							
September							
October							
November							
December							
Totals	70	0	0	31	83	\$ 33,795.00	114

VALPICO MEMORIAL PARK

<u>MONTH</u>	<u>FULL</u>	<u>BABY</u>	<u>ASH</u>	<u>AN</u>	<u>PN</u>	<u>PN USED</u>	<u>2022 Burials</u>
January	3	0	1	4	0	\$ -	4
February	1	0	0	1	0	\$ -	1
March	1	0	1	2	0	\$ -	2
April	5	0	0	4	1	\$ 2,800.00	5
May	4	0	0	4	0	\$ -	4
June	1	0	1	2	0	\$ -	2
July						\$ -	
August						\$ -	
September						\$ -	
October						\$ -	
November						\$ -	
December						\$ -	
Totals						\$ -	

TRACY PUBLIC CEMETERY DISTRICT

Warrant Request

June 9, 2022

Name Address	Num	Name Account #	Split	Amount
A-1 WATER QUALITY				
1950 E. PACHECO BLVD Los Banos, Ca 93635	11958	6201000000	44101 · Cash in County-General o...	139.80
Total A-1 WATER QUALITY				139.80
ALVAREZ, EMILIO,				
762 W. Fedora Rd French Camp, Ca 95231	11960	6020000000	44101 · Cash in County-General o...	331.74
Total ALVAREZ, EMILIO,				331.74
Animal Damage Management				
16170 Vineyard Bld #150 Morgan Hill, CA 95037	11942	6260000000	44101 · Cash in County-General o...	150.00
16170 Vineyard Bld #150 Morgan Hill, CA 95037	11942	6260000000	44101 · Cash in County-General o...	100.00
Total Animal Damage Management				250.00
ASCO PACIFIC INC				
P.O.BOX 3467 GARDENA, CA 90247	11949	6238000000	44101 · Cash in County-General o...	300.32
Total ASCO PACIFIC INC				300.32
AT & T				
P.O. BOX 5019 CAROL STREAM, IL 60197-5019	11940	6201000000	44101 · Cash in County-General o...	709.90
Total AT & T				709.90
ATT LONG DISTANCE CO				
P.O. BOX 5025 CAROL STREAM IL 60197-5025	11956	6249000000	44101 · Cash in County-General o...	2,620.63
P.O. BOX 5025 CAROL STREAM IL 60197-5025	11956	6249000000	44101 · Cash in County-General o...	489.82
Total ATT LONG DISTANCE CO				3,110.45
B.J.'S CONSUMER'S CHOICE PEST CONTROL				
P.O. Box 2249 MANTECA, CA 95336	11959	6260000000	44101 · Cash in County-General o...	77.00
Total B.J.'S CONSUMER'S CHOICE PEST CONTROL				77.00
BAKER SUPPLIES AND REPAIRS				
P O BOX 626 LOS BANOS, CA 93635	11943	6211000000	44101 · Cash in County-General o...	195.10
Total BAKER SUPPLIES AND REPAIRS				195.10
BAY ALARM CORPORATE OFFICE				
PO BOX 51041 LOS ANGELES CA 90051-5337	11941	6260000000	44101 · Cash in County-General o...	219.69
PO BOX 51041 LOS ANGELES CA 90051-5337	11941	6260000000	44101 · Cash in County-General o...	119.00
Total BAY ALARM CORPORATE OFFICE				338.69
BLOMBERG & GRIFFIN ACCOUNTANCY CORP				
1013 N. CALIFORNIA STREET STOCKTON, C...	11964	6220000000	44101 · Cash in County-General o...	6,343.75
Total BLOMBERG & GRIFFIN ACCOUNTANCY CORP				6,343.75
DERRICK DAVIS				
2680 ATLANTA DR TRACY, CA 95376	11950	6226007100	44101 · Cash in County-General o...	100.00
Total DERRICK DAVIS				100.00
DIANNE TIMAN				
451 E. CRITCHETT RD TRACY, CA 95304	11952	6226007100	44101 · Cash in County-General o...	100.00
Total DIANNE TIMAN				100.00
EUGENE BIRK				
475 Peerless Way Tracy, CA 95376	11937	6226007100	44101 · Cash in County-General o...	100.00
475 Peerless Way Tracy, CA 95376	11937	6226007100	44101 · Cash in County-General o...	70.32
475 Peerless Way Tracy, CA 95376	11937	6226007100	44101 · Cash in County-General o...	427.70
Total EUGENE BIRK				598.02

TRACY PUBLIC CEMETERY DISTRICT
Warrant Request
June 9, 2022

Name Address	Num	Name Account #	Split	Amount
EWING 3441 EAST HARBOUR DR PHOENIX, AZ 85034	11946	6260000000	44101 · Cash in County-General o...	487.15
Total EWING				487.15
GENERAL EMPLOYEES TRUST FUND P.O.BOX 55037 HAYWARD, CA 94545-0037	11957	6050000000	44101 · Cash in County-General o...	11,386.19
Total GENERAL EMPLOYEES TRUST FUND				11,386.19
GOLDEN STATE RISK MANAGEMENT P.O.BOX706 WILLOWS, CA 95988 P.O.BOX706 WILLOWS, CA 95988	11963 11963	6201000000 6201000000	44101 · Cash in County-General o... 44101 · Cash in County-General o...	19,384.00 42,152.00
Total GOLDEN STATE RISK MANAGEMENT				61,536.00
KEVIN TOBECK 1222 Citadelle St Tracy, Ca 95304	11951	6226007100	44101 · Cash in County-General o...	100.00
Total KEVIN TOBECK				100.00
NAPA AUTO PARTS 80 EAST 11TH ST TRACY CA 95376	11944	6211000000	44101 · Cash in County-General o...	244.21
Total NAPA AUTO PARTS				244.21
ORVILLE BELLOMY 4025 NORTH LOMITA ST KINGMAN, AZ 86409	11961	6050000000	44101 · Cash in County-General o...	867.90
Total ORVILLE BELLOMY				867.90
PACIFIC GAS & ELECTRIC CO P.O.BOX 997300 SACRAMENTO, CA 95899 P.O.BOX 997300 SACRAMENTO, CA 95899	11938 11938	6249000000 6249000000	44101 · Cash in County-General o... 44101 · Cash in County-General o...	3,427.26 161.09
Total PACIFIC GAS & ELECTRIC CO				3,588.35
PIERRE HARRIET	11962	6050000000	44101 · Cash in County-General o...	1,982.22
Total PIERRE HARRIET				1,982.22
PONTEM SOFTWARE PO BOX 988 JACKSON, MI 49204	11955	6209000000	44101 · Cash in County-General o...	1,280.00
Total PONTEM SOFTWARE				1,280.00
SCOTT G. ARGANBRIGHT TRACY, CA 95376	11953	6226007100	44101 · Cash in County-General o...	100.00
Total SCOTT G. ARGANBRIGHT				100.00
STAPLESCREDIT PLAN Dept 51-7820281243 PO Box 78004 Phoenix, ...	11954	6201000000	44101 · Cash in County-General o...	797.10
Total STAPLESCREDIT PLAN				797.10
STOCKTON PETROLIUM CO P.O.Box 326 Stockton, CA 95201	11947	6211000400	44101 · Cash in County-General o...	1,486.32
Total STOCKTON PETROLIUM CO				1,486.32
SUBURBAN PROPANE P.O.BOX 12027 FRESNO, CA 93776-2027	11939	6211000400	44101 · Cash in County-General o...	1,319.53
Total SUBURBAN PROPANE				1,319.53
TIPTON'S STATIONARY 169 W YOSEMITE MANTECA, CA 95336	11936	6201000000	44101 · Cash in County-General o...	1,590.77
Total TIPTON'S STATIONARY				1,590.77

3:43 PM

07/11/22

Accrual Basis

TRACY PUBLIC CEMETERY DISTRICT

Warrant Request

June 9, 2022

Name Address	Num	Name Account #	Split	Amount
TRACY MATERIAL RECOVERY AND SOLID WASTE				
P.O Box 93 Tracy Ca 95378	11948	6260000000	44101 · Cash in County-General o...	653.48
P.O Box 93 Tracy Ca 95378	11948	6260000000	44101 · Cash in County-General o...	425.28
Total TRACY MATERIAL RECOVERY AND SOLID WASTE				1,078.76
VAN'S ACE HARDWARE				
2695 N TRACY BLVD Tracy Ca 95376	11945	6211000000	44101 · Cash in County-General o...	277.31
Total VAN'S ACE HARDWARE				277.31
TOTAL				100,716.58

Re: [EXTERNAL] Endowment Acct

From: Wheeler, Sandra (sandra.wheeler@stifel.com)

To: tpcd@att.net

Date: Monday, June 20, 2022 at 06:47 AM PDT

SANDRAS
RESPONSE
TO THE ENDOWMENT
PROFIT & LOSS

Good morning Maylene,

I'm currently out of the office attending the CSDA General Manager Summit. I'll be back in the office on Wednesday and will give you a call to discuss the markets and follow up with a portfolio report.

As you know the markets are down year to date. When interest rates rise the price of bonds go down. Decrease in market value are not real losses they are unrealized, we won't lose if we hold bonds to maturity. The bonds we own will mature and principal is paid back at par value. Although market value has declined due to the rise in interest rates, we are still earning over 2% on the portfolios = earning income.

I'll call you to follow up on Wednesday.

Thank you,
Sandra

Schulte/Valpico:

Every person entering onto the Tracy Public Cemetery grounds shall be responsible for their own safety and shall exercise due caution and care.

Due to the safety of the public and our employees, the Tracy Public Cemetery District requires that all upright monuments and vases installed at this cemetery be pinned to the base or the cement foundation at time of installation. A minimum of two stainless steel pins shall be installed on all monuments not exceeding twenty-six-inch height limit and a four-foot width. Any monuments exceeding the twenty-six-inch height and the four-foot width are required additional pins every two feet. All pins are to be made of stainless steel and shall be six inches long and (3/8) inch in diameter. Pins are to be equally distributed within the monument and base. Offensive verbiage on headstones is not permitted.

In section C1A-C1E-No statues/flowers/solar lights or items are to be placed on top of headstones or items will be removed by cemetery staff. You may place one planter box, no more than 48" in length and no more than 16" in width, with items standing no more than 26" in height until your headstone is installed. All items must be contained inside the planter box.

Decorations Permitted: real or artificial floral arrangements must be secured with styrofoam within unbreakable containers on headstone area only. No items can be placed on top of the grass/dirt of the grave in the way of the mower or weed eater, they will be removed without notice. No sand, gravel, shells, or rocks shall be placed in vases on or near base or headstone or on any property of the Tracy Public Cemetery District. Funeral designs and floral pieces will be removed either on the fourth day after service or when floral pieces become unsightly, whichever occurs first. Cemetery personnel will remove any faded and unsightly floral arrangements weekly. No decorations allowed on the trees, fences or bushes. No more than two vases or two solar lights per headstone. Private planting of any kind will not be permitted. Donations of benches, floral bushes or trees must be approved by the district. A letter must be sent to the cemetery office requesting to donate one of the listed above. Please contact us for additional information. The district manager will place at his/her discretion, but will be placed as close to the buried family member within the cemetery grounds.

Care of Graves and Cemetery Grounds: No food (wrapped or unwrapped) or drinks of any kind may be placed on the gravesite. No alcohol or drinking of alcohol or presence of illegal substances is permitted on the cemetery grounds. Candles, luminaries, burning of any combustible materials, open flames, fireworks of any kind or BBQing are NOT permitted on the cemetery grounds. Balloons not are allowed. LED light strands are not allowed. No decorations of any kind are permitted on the grass/dirt area of gravesite. No sidewalk chalk of any kind is allowed on any of the Tracy Public Cemetery District property. No tagging on headstones or on any of the Tracy Public Cemetery District property.

Interments: Cancellations and rescheduling for any graves already opened will incur the current district rate for opening/closing, no exceptions. Any changes to plot after purchase such as, adding occupants, removing occupants, selling plot(s) back to the Tracy Public Cemetery District will require a notarized letter and will incur an administrative fee. It is a violation of the law to provide false information or documents in order to purchase interment rights (plots) and services. If any information provided to verify residency, property ownership or to qualify as an eligible non-resident is found to be falsified, the district can and will require payment of out of district fees. No interments on Sundays and major holidays.

Prior to the lowering of the casket, all witnesses must move at least 15 feet back from the grave. For safety purposes, once the casket is lowered and the lowering device is removed, only cemetery personnel are allowed near the open grave.

The Tracy Public Cemetery District is not responsible for stolen or damaged cement markers that were provided by the district. If you would like another one to be made, a fee will be incurred.

UPDATED

Estimate

STEEL GUARD FENCE
Lic. #695395
1852 West 11th Street, #330
Tracy, CA 95376
Phone: 209 321-9603

Name/Address
TRACY PUBLIC CEMETERY 600 SCHULTE RD TRACY, CA 95376

Date	Estimate No.	Project
06/28/22	3764	ENTRY GATES

Item	Description	Quantity	Cost	Total
FENCE	INSTALL MASONRY CLOLUMNS AS PER PLANS AND DETAILS A2.2 D.1 SP1 AND S1		75,000.00	75,000.00
FENCE	INSTALL FENCE , GATES , AND OPERATORS ASP PER PLANS AND DETAILS A2.2 D.1 NSP1 AND S1		65,000.00	65,000.00
FENCE	INSTALL SIGN AS PER PLANS AND DETAILS A2.2 D.1 SP1 AND S1		30,000.00	30,000.00
ELECTRICAL PROVIDED TO EACH GATE OPERATOR PROVIDED BY OTHERS.			Total	\$170,000.00

Tracy Public Cemetery District

Board Meeting Minutes
Of
May 18, 2022-**Amended**

Regular Board Meeting called to order at 5:30 pm by Chairman Eugene Birk at Schulte Memorial Park District office.

Roll Call:

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

Review of Agenda Items:

Visitors in Attendance: None

Comments from the Floor: None

Minutes: The Regular Session Meeting Minutes of April 13, 2022 were approved by motion of Trustee Arganbright, second by Trustee Davis, motion passed unanimous.

Financial Report: March 2022 Financial reports were approved by motion of Trustee Davis, second by Trustee Tobeck, motion passed unanimous.

Monthly Interments: A copy of the April 2022 Burial Report was included in the meeting packet; total for Schulte 15 burials which included 7 full casket burials, 1 infant burial and 7 cremation burials. 1 At-Need and 14 Pre-Need. Total for Valpico Memorial Park 5 burial which includes 5 full casket burial, 0 cremation burial and 0 baby burial. 4 At-Need and 1 Pre-Need.

Pre-Need Account: The cash amount of pre-paid interment rights and services used (Schulte) for the month of April 2022, \$4,700.00. The cash amount of pre-paid interment rights and services used (Valpico) for the month of April 2022, \$2,800.00

Review of Warrants: Warrants of April 27, 2022 were approved by motion of Trustee Davis, second by Trustee Tobeck, motion passed unanimous.

Trustees Comments:

Old Business:

A. District Business:

- 1. District Polices:** Nothing to report
- 2. Boot Allowance for Groundkeepers:** Manager Warner requests boot allowance to increase to \$250.00 starting next fiscal year. Manager Warner had Office Admin Loran Prater call Sarvey's to ask how much the cost is for a pair of boots, they range between \$230.00 to \$350.00 plus tax. Board approved boot allowance to be increased to \$250.00 per year. Approved by motion of Trustee Davis, second by Timan, motion passed unanimous.
- 3. Possible Groundkeeper New Hires:** Manager Warner reported that she received two resumes for operations manager and groundskeeper. Board requested Manager Warner to post a description of job openings on Zip Recruiter. Update at next meeting.
- 4. Rules/Regulations for Schulte and Valpico :** Board of Trustees advised Manager Warner to call Fair Oaks Cemetery District to find out how they write their rules & regulations. Update at next meeting.
- 5. Bench Donation:** Manager Warner approved a bench donation from the Lopez family. The Lopez family requested that the bench be put close to their son's grave in Section: C1E Row: 01 Grave: 116
- 6. Oak Valley Community Bank:** Trustee Davis suggested that we take checks to the county quarterly instead of once a year, so there is not as much money at Oak Valley Community Bank. Approved by motion of Trustee Davis and second by Trustee Tobeck, motion passed unanimous.

A. Schulte Memorial Park

- **Main Entrance Project (2nd Phase)**: Vice-Chair Tobeck reported he is waiting on the bid from All Steal Fence Company, but received a bid from Steel Guard Fence \$165,000.00, quote includes; masonry columns, installation of fence, gates & operator ASP and installation of sign. Vice-Chair Tobeck reported that Silva Electric's bid is approximately \$50,000.00. Manager Warner reported we did receive a bid from R and S Erection in the amount of \$92,250.00; quote includes vehicle & pedestrian gates and operators & access control. CalCo declined to bid. Manager Warner reported that Arktos' bid is \$626,113; quote includes provide & install, powder coat, gate operations, pedestrian gate, wall & planter, masonry, trench backfill, patch for electrical, low voltage & irrigation sleeve to planter box, Victorian 20' light pole with fixture, steel arch structure and landscape planter sign painted to match arch sign. Update at next meeting.
- **Two dead-End Roads on Eastside**: No quote from Turf N Tree. Update at next meeting.

B. Valpico Memorial Park:

- **Irrigation**: Nothing to report

Closed Session: None

Trustee Timan hung up at 7:30 p.m.

Being no further business to discuss, the Regular Meeting was adjourned at 8:00 pm by Trustee Tobeck.

Respectfully,
Maylene Warner