

Tracy Public Cemetery District

Board Meeting Minutes
Of
January 8, 2025

Regular Board Meeting called to order at 5:30 pm by Chairman Scott Arganbright at Valpico Memorial Park District office.

Roll Call:

Present: Chairman Scott Arganbright Vice-Chair Bill Kaska, Trustee Derrick Davis, Trustee Eugene Birk, Trustee Kevin Tobeck, and Office Admin Loran Prater.

Review of Agenda Items:

Visitors in Attendance: Brian Hughes from Best, Best and Krieger

Comments from the Floor: None

Minutes: The Regular Session Meeting Minutes of December 11, 2024, were approved by motion of Trustee Davis, second by Trustee Birk, motion passed unanimous.

Financial Report: Financial reports for November 2024 were approved by motion of Trustee Davis, second by Vice-Chair Kaska, motion passed unanimous.

Monthly Interments: A copy of the December 2024 Burial Report was included in the meeting packet; total for Schulte 12 burials which included 5 full casket burials, 1 infant burial and 6 cremation burials. 1 At-Need and 11 Pre-Need. Total for Valpico Memorial Park 7 burial which includes 5 full casket burial, 2 cremation burial and 0 baby burial. 6 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 December 2024, \$7,375.00. The cash amount of pre-paid interment rights and services used (Valpico) for the month of December 2024, \$2,150.00.

Review of Warrants: Warrants of December 23, 2024, were approved by motion of Vice-Chair Kaska, second by, Trustee Birk, motion passed unanimous.

Old Business:

A. District Business:

- 2024 Pre-Need Used:** Manager Warner requested transfer the used Pre-Need of \$89,600.00 from our Pre-Need Account 44105 to our Capital Improvement Account 44191, this came by motion of Trustee Davis, second by Vice-Chair Kaska, motion passed unanimous.
- Ordinance:** Brian Hughes from Best, Best and Krieger reported that cemeteries do not have much power and cannot fine individuals for violating our rules and regulations. He recommended that we try to get an ordinance adopted by the San Joaquin County, and The City of Tracy. He would like to set up a meeting with the San Joaquin County 5th District Supervisor Robert Rickman to try and get this on an Agenda. Update at next meeting.
- Workplace Violence Prevention Plan:** The Workplace Violence Prevention Plan was approved by motion of Vice-Chair Kaska, second by Trustee Davis, motion passed unanimous.
- Employee Handbook:** Brian Hughes from Best, Best and Krieger reported that he is going to start our employee handbook from scratch in February 2025. The current handbook hasn't been updated since 2002.
- Tracy Public Cemetery District Boundaries:** Brian Hughes from Best, Best and Krieger asked the Trustees how far out they want to extend the boundaries of the Tracy Public Cemetery District. It was suggested that we meet with Susan Dell Osso in the City of Lathrop to see what her take is on having a Cemetery in Lathrop. Update at next meeting.

6. **Incident on New Year's Eve Valpico:** Manager Warner reported an incident occurred on New Years eve where someone hit our front entrance gate and a headstone. The report from the Sherrif's office was received on 1/8/2025. The report from CHP will be available next week for pick up. GSRMA has been notified.
7. **Valpico Road Widening Project:** Manager Warner reported she received a letter from the City of Tracy requesting to acquire some of the Valpico Cemetery property to be able to widen the roads on Valpico Road. The Tracy Public Cemetery needs to have part of our property appraised for possible acquisition. Trustee Tobeck is calling the City of Tracy to get more information. Update at next meeting.

A. **Schulte Memorial Park: None**

B. **Valpico Memorial Park:**

Valpico Expansion: Manager Warner reported she has not heard back from Schack and Company yet regarding the cemetery expansion. Update at next meeting.

Pre-Poured Foundations Section 4: Manager Warner reported that we have not added any new foundations in section 4 due to the weather. Now that the weather is nicer, they will work on another foundation. Update at next meeting.

Irrigation: Nothing to report

Closed Session: Closed session started at 7:06pm. Regular session resumed at 7:29pm.

Being no further business to discuss, the Regular Meeting was adjourned at 7:30pm by Chairman Scott Arganbright.

Respectfully,
Maylene Warner

Tracy Public Cemetery District

Closed Session Minutes
Of
January 8, 2025

Closed Session was called to order at 7:06 pm by Chairman Davis.

Roll Call:

Present: Chairman Scott Arganbright, Vice-Chair Bill Kaska, Trustee Eugene Birk, Trustee Derrick Davis, Trustee Kevin Tobeck, BBK Attorney Brian Hughes and District Manager Warner.

Manager Warner discussed with the Board of Trustees hiring someone outside or promoting within to help the District Manager with different tasks or projects and to be back up when the district manager is not available or on vacation etc. The board of trustees agreed but would like to see on paper the job description or duties this individual will be applying for. Update for the next meeting.

There being no other business to report, closed session ended at 7:29 pm and resumed to the regular session meeting. All was reported out in open session by Manager Warner.

Respectfully,

Maylene Warner
District Manager

TRACY PUBLIC CEMETERY DISTRICT

Profit & Loss by Class

July through November 2024

	SCHULTE	ENDOW	PN	VALPICO	ENDOW	PN
Ordinary Income/Expense						
Income						
3005 · Lot Sales	10,850.00	0.00	0.00	64,800.00	0.00	0.00
3010 · Endowment Sales	0.00	7,400.00	0.00	0.00	29,600.00	0.00
3015 · Open/Close	30,500.00	0.00	14,400.00	34,700.00	0.00	41,800.00
3020 · Vault Sales	5,500.00	0.00	1,650.00	18,700.00	0.00	10,100.00
3025 · Vault Handling Fee	2,500.00	0.00	750.00	9,000.00	0.00	4,100.00
3030 · Saturday Service Fee	1,300.00	0.00	0.00	0.00	0.00	0.00
3040 · Non Resident Fee	7,000.00	0.00	4,200.00	700.00	0.00	1,400.00
3042 · Misc Sales	2,100.00	0.00	0.00	100.00	0.00	0.00
3045 · Curr-Taxes-Secured	8,514.51	0.00	0.00	0.00	0.00	0.00
3046 · Curr-Taxes-Unsecured	1,311.21	0.00	0.00	0.00	0.00	0.00
3048 · Supplemental-Taxes	16,638.90	0.00	0.00	0.00	0.00	0.00
3064 · Interest-STIFEL Advisors	0.00	57,517.72	0.00	0.00	0.00	0.00
3065 · Interest-County-Pre-Need	46,323.00	0.00	0.00	0.00	0.00	0.00
3066 · Interest-County-Gen-Res	51,894.00	0.00	0.00	0.00	0.00	0.00
3068 · Interest-County General	52,306.00	0.00	0.00	0.00	0.00	0.00
3073 · Interest-Cap Improvement Fund	26,794.00	0.00	0.00	0.00	0.00	0.00
3070 · Interest-Bank	92.29	0.00	0.00	0.00	0.00	0.00
3080 · Securities Gains/Losses	0.00	23,902.94	0.00	0.00	0.00	0.00
Total Income	263,623.91	88,820.66	21,000.00	128,000.00	29,600.00	57,400.00
Cost of Goods Sold						
4005 · Vault Purchase	7,000.00	0.00	0.00	12,971.00	0.00	0.00
4010 · Buy Backs / Refunds						
4014 · Opening / Closing Refund	500.00	0.00	0.00	0.00	0.00	0.00
Total 4010 · Buy Backs / Refunds	500.00	0.00	0.00	0.00	0.00	0.00
Total COGS	7,500.00	0.00	0.00	12,971.00	0.00	0.00
Gross Profit	256,123.91	88,820.66	21,000.00	115,029.00	29,600.00	57,400.00
Expense						
5105 · Salaries Regular	192,869.25	0.00	0.00	0.00	0.00	0.00
5120 · Salaries Overtime	34,497.38	0.00	0.00	0.00	0.00	0.00

TRACY PUBLIC CEMETERY DISTRICT

Profit & Loss by Class

July through November 2024

	SCHULTE	ENDOW	PN	VALPICO	ENDOW	PN
5130 · Retirement	79,729.60	0.00	0.00	0.00	0.00	0.00
5140 · Payroll Taxes						
FICA	14,096.74	0.00	0.00	0.00	0.00	0.00
Medicare	3,296.81	0.00	0.00	0.00	0.00	0.00
SDI	-2,601.03	0.00	0.00	0.00	0.00	0.00
State Unemployment	12,576.56	0.00	0.00	0.00	0.00	0.00
Total 5140 · Payroll Taxes	27,369.08	0.00	0.00	0.00	0.00	0.00
5150 · Health Insurance	53,935.63	0.00	0.00	0.00	0.00	0.00
5160 · Dental Insurance	2,787.16	0.00	0.00	0.00	0.00	0.00
5165 · Vision Care	864.44	0.00	0.00	0.00	0.00	0.00
5170 · Workmens Comp	-18,625.00	0.00	0.00	0.00	0.00	0.00
5205 · Office Expense	11,393.07	0.00	0.00	1,359.18	0.00	0.00
5210 · Postage	406.74	0.00	0.00	0.00	0.00	0.00
5220 · Meeting Expense	3,309.89	0.00	0.00	1,638.59	0.00	0.00
5225 · Membership/Subscription Expense	75.00	0.00	0.00	0.00	0.00	0.00
5227 · Transportation	613.84	0.00	0.00	589.64	0.00	0.00
5230 · Prof Service	10,665.00	0.00	0.00	5,165.00	0.00	0.00
5235 · Casualty Ins	-24,234.00	0.00	0.00	0.00	0.00	0.00
5240 · Sales Tax	3,991.46	0.00	0.00	0.00	0.00	0.00
5305 · Fuel-Oil-Lube	4,708.58	0.00	0.00	0.00	0.00	0.00
5315 · Uniforms & Laundry	4,537.86	0.00	0.00	0.00	0.00	0.00
5320 · Utility Expense	35,505.11	0.00	0.00	12,341.58	0.00	0.00
5405 · Maint-Equipment	5,635.37	0.00	0.00	690.90	0.00	0.00
5410 · Tire-Repair	63.31	0.00	0.00	0.00	0.00	0.00
5415 · Maint-Building/Grounds	62,158.97	0.00	0.00	10,226.37	0.00	0.00
Total Expense	492,257.74	0.00	0.00	32,011.26	0.00	0.00
Net Ordinary Income	-236,133.83	88,820.66	21,000.00	83,017.74	29,600.00	57,400.00
Net Income	-236,133.83	88,820.66	21,000.00	83,017.74	29,600.00	57,400.00

TRACY PUBLIC CEMETERY DISTRICT
Balance Sheet

Accrual Basis

As of November 30, 2024

	Nov 30, 24
ASSETS	
Current Assets	
Checking/Savings	
1001 · Cash General	21,500.00
1101 · Cash in Bank -General Operating	172,711.61
1112 · Cash in Bank-Pre-Need	123,850.00
1172 · Cash in Bank-Endowment	27,350.00
44101 · Cash in County-General operatin	2,801,893.18
44102 · Cash in County-Gen Reserve	1,434,858.51
44105 · Cash in County-Pre-Need	2,133,970.12
44191 · Capital Improvements Fund	1,201,181.30
Total Checking/Savings	7,917,314.72
Other Current Assets	
1273 · Endowment Acct	1,718,843.47
1274 · Endowment Interest Acct	1,092,215.31
1400 · Returned Checks	-107.00
1900 · Prepaid Expenses	-1,514.00
Total Other Current Assets	2,809,437.78
Total Current Assets	10,726,752.50
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	14,395,486.80
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
2030 · Payroll Liabilities	801.65
2050 · Accrued Vacation	38,485.67
Total Other Current Liabilities	1,775,461.32
Total Current Liabilities	1,775,461.32
Long Term Liabilities	
2080-0 Health Insurance Retiree	96,218.00
Total Long Term Liabilities	96,218.00
Total Liabilities	1,871,679.32

TRACY PUBLIC CEMETERY DISTRICT
Balance Sheet

Accrual Basis

As of November 30, 2024

	<u>Nov 30, 24</u>
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	108,714.88
3900 · Retained Earnings	5,232,803.62
Net Income	43,704.57
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Total Equity	12,523,807.48
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TOTAL LIABILITIES & EQUITY	14,395,486.80
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TRACY PUBLIC CEMETERY DISTRICT
Profit & Loss Prev Year Comparison
 July through November 2024

	Jul - Nov 24	Jul - Nov 23
Ordinary Income/Expense		
Income		
3005 · Lot Sales	75,650.00	69,600.00
3010 · Endowment Sales	37,000.00	33,900.00
3015 · Open/Close	121,400.00	101,850.00
3020 · Vault Sales	35,950.00	38,050.00
3025 · Vault Handling Fee	16,350.00	18,450.00
3030 · Saturday Service Fee	1,300.00	1,300.00
3040 · Non Resident Fee	13,300.00	20,300.00
3042 · Misc Sales	2,200.00	1,500.00
3045 · Curr-Taxes-Secured	8,514.51	14,948.19
3046 · Curr-Taxes-Unsecured	1,311.21	864.96
3048 · Supplemental-Taxes	16,638.90	116.88
3064 · Interest-STIFEL Advisors	57,517.72	59,600.15
3065 · Interest-County-Pre-Need	46,323.00	32,796.00
3066 · Interest-County-Gen-Res	51,894.00	47,678.00
3068 · Interest-County General	52,306.00	24,207.00
3073 · Interest-Cap Improvement Fund	26,794.00	19,131.00
3070 · Interest-Bank	92.29	89.09
3071 · Misc	0.00	2,554.92
3080 · Securities Gains/Losses	23,902.94	-11,912.69
	588,444.57	475,023.50
Total Income		
Cost of Goods Sold		
4005 · Vault Purchase	19,971.00	20,630.00
4010 · Buy Backs / Refunds		
4012 · Lot Buy Back	0.00	1,130.00
4014 · Opening / Closing Refund	500.00	475.00
4014-2 · Vault Buy Back	0.00	739.04
Total 4010 · Buy Backs / Refunds	500.00	2,344.04
Total COGS	20,471.00	22,974.04
Gross Profit	567,973.57	452,049.46
Expense		
5105 · Salaries Regular	192,869.25	157,156.50
5120 · Salaries Overtime	34,497.38	28,827.89
5130 · Retirement	79,729.60	49,818.93
5140 · Payroll Taxes		
FICA	14,096.74	11,528.06
Medicare	3,296.81	2,696.78
SDI	-2,601.03	-1,676.86
State Unemployment	12,576.56	8,001.19
Total 5140 · Payroll Taxes	27,369.08	20,549.17
5150 · Health Insurance	53,935.63	56,966.48

TRACY PUBLIC CEMETERY DISTRICT
 Profit & Loss Prev Year Comparison
 July through November 2024

	Jul - Nov 24	Jul - Nov 23
5160 · Dental Insurance	2,787.16	0.00
5165 · Vision Care	864.44	733.92
5170 · Workmens Comp	-18,625.00	0.00
5205 · Office Expense	12,752.25	28,191.91
5210 · Postage	406.74	0.00
5220 · Meeting Expense	4,948.48	2,347.72
5225 · Membership/Subscription Expense	75.00	0.00
5227 · Transportation	1,203.48	1,229.64
5230 · Prof Service	15,830.00	12,699.15
5235 · Casualty Ins	-24,234.00	0.00
5240 · Sales Tax	3,991.46	3,334.63
5305 · Fuel-Oil-Lube	4,708.58	2,801.54
5315 · Uniforms & Laundry	4,537.86	4,139.46
5320 · Utility Expense	47,846.69	25,016.82
5325 · Small Tools	0.00	2,836.84
5405 · Maint-Equipment	6,326.27	11,276.41
5410 · Tire-Repair	63.31	20.00
5415 · Maint-Building/Grounds	72,385.34	306,313.60
Total Expense	524,269.00	714,260.61
Net Ordinary Income	43,704.57	-262,211.15
Net Income	43,704.57	-262,211.15

SCHULTE MEMORIAL PARK

Month	Full	Baby	Ash	AN	PN	PN USED	2024 Burials
January	10	0	4	1	13	\$10,260.00	14
February	4	1	9	6	8	\$4,450.00	14
March	2	0	6	2	6	\$1,330.00	8
April	9	0	9	2	16	\$9,030.00	18
May	5	0	5	0	10	\$6,055.00	10
June	5	0	9	4	10	\$5,280.00	14
July	8	0	11	4	15	\$10,120.00	19
August	8	0	3	2	9	\$4,400.00	11
September	5	0	7	2	10	\$8,450.00	12
October	4	0	7	3	8	\$1,650.00	11
November	5	0	9	0	14	\$ 3,100.00	14
December	5	1	6	1	11	\$7,375.00	12
Totals	70	2	85	27	130	\$71,500.00	157

VALPICO MEMORIAL PARK

MONTH	FULL	BABY	ASH	AN	PN	PN USED	2024 Burials
January	0	0	0	0	0	\$0.00	0
February	7	0	0	7	0	\$0.00	7
March	7	0	0	2	5	\$5,200.00	7
April	3	0	0	3	0	\$0.00	3
May	4	0	8	11	1	\$0.00	12
June	1	0	1	2	0	\$0.00	2
July	8	0	0	7	1	\$3,050.00	8
August	6	0	2	5	3	\$7,700.00	8
September	2	0	2	3	1	\$0.00	4
October	9	0	3	10	2	\$0.00	12
November	3	0	0	2	1	\$0.00	3
December	5	0	2	6	1	\$2,150.00	7
Totals	55	0	18	58	15	\$18,100.00	73

JAN 2025
 SCHULTE
 FULL: 2
 ASH: 3
 BABY: 0
 VALPICO
 FULL: 2
 ASH: 0
 BABY: 0

TOTAL BURIALS: 230 FOR 2024
 TOTAL PRE-NEED USED \$89,600.00

11:55 AM

01/07/25

Accrual Basis

TRACY PUBLIC CEMETERY DISTRICT

Warrant Request

December 23, 2024

Name Address	Num	Name Account #	Split	Amount
Animal Damage Management				
16170 Vineyard Bld #150 Morgan Hill, CA 95037	12944	6260000000	44101 · Cash in County-General o...	185.00
16170 Vineyard Bld #150 Morgan Hill, CA 95037	12944	6260000000	44101 · Cash in County-General o...	125.00
Total Animal Damage Management				310.00
AT & T				
P.O. BOX 5019 CAROL STREAM, IL 60197-5019	12945	6201000000	44101 · Cash in County-General o...	686.40
Total AT & T				686.40
BAKER SUPPLIES AND REPAIRS				
P O BOX 626 LOS BANOS, CA 93635	12941	6211000000	44101 · Cash in County-General o...	1,000.00
Total BAKER SUPPLIES AND REPAIRS				1,000.00
CalPERS				
FINANCIAL REPORTING AND ACCOUNTING ...	12946	6050000000	44101 · Cash in County-General o...	18,754.64
Total CalPERS				18,754.64
DERRICK DAVIS				
2680 ATLANTA DR TRACY, CA 95376	12935	6226007100	44101 · Cash in County-General o...	100.00
Total DERRICK DAVIS				100.00
EUGENE BIRK				
475 Peerless Way Tracy, CA 95376	12938	6226007100	44101 · Cash in County-General o...	100.00
Total EUGENE BIRK				100.00
GOLDEN STATE RISK MANAGEMENT				
P.O.BOX706 WILLOWS, CA 95988	12934	6201000000	44101 · Cash in County-General o...	722.20
P.O.BOX706 WILLOWS, CA 95988	12934	6201000000	44101 · Cash in County-General o...	216.11
Total GOLDEN STATE RISK MANAGEMENT				938.31
KEVIN TOBECK				
1222 Citadelle St Tracy, Ca 95304	12939	6226007100	44101 · Cash in County-General o...	100.00
Total KEVIN TOBECK				100.00
NNIS, INC.				
1660 W LINNE RD. STE 121 TRACY, CA 95377	12947	6201000000	44101 · Cash in County-General o...	450.00
Total NNIS, INC.				450.00
PACIFIC GAS & ELECTRIC CO				
P.O.BOX 997300 SACRAMENTO, CA 95899	12940	6249000000	44101 · Cash in County-General o...	84.88
Total PACIFIC GAS & ELECTRIC CO				84.88
PEREIRA INDUSTRIAL CONSTRUCTION & MAINT				
15355 W. GRANT LINE ROAD TRACY, CA 953...	12942	6260000000	44101 · Cash in County-General o...	21,535.00
15355 W. GRANT LINE ROAD TRACY, CA 953...	12943	6260000000	44101 · Cash in County-General o...	3,625.00
Total PEREIRA INDUSTRIAL CONSTRUCTION & MAINT				25,160.00
SCOTT G. ARGANBRIGHT				
TRACY, CA 95376	12936	6226007100	44101 · Cash in County-General o...	100.00
Total SCOTT G. ARGANBRIGHT				100.00
TRACY MATERIAL RECOVERY AND SOLID WASTE				
P.O Box 93 Tracy Ca 95378	12948	6260000000	44101 · Cash in County-General o...	40.67
Total TRACY MATERIAL RECOVERY AND SOLID WASTE				40.67
WILLIAM KASKA				
785 INDEPENDENCE DRIVE TRACY, CA 95376	12937	6226007100	44101 · Cash in County-General o...	100.00
Total WILLIAM KASKA				100.00
TOTAL				47,924.90

TRACY PUBLIC CEMETERY DISTRICT

WORKPLACE VIOLENCE PREVENTION PROGRAM

MOTION:
BILL
AND DAVIS

Policy

Our establishment's Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by [Labor Code \(LC\) section 6401.9](#).

Date of Last Review:

Date of Last Revision(s):

DEFINITIONS

Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Engineering controls - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log - The violent incident log required by LC section 6401.9.

Plan - The workplace violence prevention plan required by LC section 6401.9.

Serious injury or illness - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of violence - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Workplace violence - Any act of violence or threat of violence that occurs in a place of employment.

Workplace violence includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:

Type 1 violence - Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 violence - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 violence - Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

Work practice controls - Procedures and rules which are used to effectively reduce workplace violence hazards.

RESPONSIBILITY

The WVPP administrator, Maylene Warner, District Manager, has the authority and responsibility for implementing the provisions of this plan for Tracy Public Cemetery District. If there are multiple persons responsible for the plan, their roles will be clearly described.

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Maylene Warner	District Manager		(510) 224-7922	tpcd@att.net

- All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.
- All employees are responsible for complying with the WVPP, maintaining a violence-free work environment, attending all training, following all directions, policies, and procedures, and reporting suspicious persons in the area, and alerting the proper authorities when necessary.

EMPLOYEE ACTIVE INVOLVEMENT

Tracy Public Cemetery District ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees and authorized employee representatives to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence. This includes, but is not limited to, periodic safety meetings with employees to discuss the identification of workplace violence related concerns and hazards, and to evaluate the concerns to identify corrective action.
 - Designing and implementing training by encouraging employees to provide feedback and suggestions to help customize the training materials and sessions.
 - Reporting and potentially assisting in the investigating of workplace violence incidents.
- Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
- All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment
- The Plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

EMPLOYEE COMPLIANCE

The Administrator is responsible for ensuring the WVPP is clearly communicated and understood by all employees. The following are used to ensure all employees understand and comply with the WVPP:

- Provide comprehensive workplace violence prevention training to all new employees, employees, supervisors, and managers in the provisions of Tracy Public Cemetery District Workplace Violence Prevention Plan (WVPP)/the Plan.
- Evaluating employees to ensure their compliance with the Plan.
- Provide retraining to employees whose safety performance is deficient with the Plan.
- Recognizing employees who demonstrate safe work practices that promote the Plan in the workplace.
- Discipline employees for failure to comply with the Plan in accordance with the compliance requirements outlined in Tracy Public Cemetery District's Injury & Illness Prevention Program.

COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between our management team, staff, and other employees, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns.
- Posted or distributed workplace violence prevention information.
- Encouraging employees to inform their supervisors, or manager, about any threats of violence or workplace violence. Employees may use the Workplace violence Complaint Form (Appendix A) to assist in their reporting of incidents. No employee will be disciplined for reporting any threats of violence or workplace violence.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner and they will be informed of the results of the investigation and any corrective actions to be taken.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

Tracy Public Cemetery District will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee's supervisor or manager, who will inform the WVPP administrator. In the event a supervisor or manager is not available, the employee can report an incident directly to a Board Member. Personnel can anonymously report threats of workplace violence by completing a Workplace Violence Complaint Form and omitting their name from the Complainant section. A strict non-retaliation policy is in place.

EMERGENCY RESPONSE PROCEDURES

In the event of an actual or potential workplace violence emergency, the employee should determine the best immediate reporting option based on the situation and circumstances. The methods of reporting emergencies include, but are not limited to:

- Immediately notifying the manager, supervisor or Board Member.
- Dialing 911.

In the event of an emergency, including a Workplace Violence Emergency, contact the following:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Maylene Warner	District Manager	Responsible for emergency response, hazard identification, and coordination with other employees; Conducts safety inspections, coordinates emergency response procedures, and communicates with other employees about the plan.	Office: (209) 835-2930 Cell: (510) 224-7922	tracypcd@att.net

Upon being notified of a workplace violence emergency, the Administrator or designated "person-in-charge" will determine if emergency procedures should be activated and if evacuation or shelter-in-place procedures should be implemented.

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by Tracy Public Cemetery District to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard as well as annually.

Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic inspections shall be conducted by the District Manager utilizing the Workplace Violence Prevention Hazard Assessment form and the Hazard Correction form.

Inspections are performed according to the following schedule:

- When the Plan is first established.
- Annually
- When new, previously unidentified workplace violence/security hazards are recognized.
- After each workplace violence incident or threats occur.

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. Tracy Public Cemetery District will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection, depending on the exposure.
- All corrective actions taken will be documented and dated on the appropriate forms. Such as the Workplace Violence Hazard Assessment and Correction form, or other tracking methods.
- Corrective measures for workplace violence hazards will be specific to a given work area.

POST INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensuring corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident log will be used for every workplace violence incident and will include information, such as: [\[See attached Violent Incident Log\]](#)
- Reviewing all previous incidents.

Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the Plan is first established.
- When hired.
- Annually to ensure all employees understand and comply with the plan.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

Tracy Public Cemetery District will provide its employees with training and instruction on the definitions found on pages 1 and 2 of this plan and the requirements listed below:

- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures Tracy Public Cemetery District has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- How to recognize the potential for violence and escalating behavior.
- General and personal safety measures.
- Strategies to de-escalate behaviors and to avoid physical harm. How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.
- Tracy Public Cemetery alerts, alarms, or systems that are in place to warn of emergencies.

Note: Employers must use training material appropriate in content and vocabulary to the educational level, literacy, and language of employees.

EMPLOYEE ACCESS TO THE WRITTEN WVPP

Tracy Public Cemetery District ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by:

- Whenever an employee or designated representative requests a copy of the written WVPP, we will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.

RECORDKEEPING

Tracy Public Cemetery District will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
 - Training dates.
 - Contents or a summary of the training sessions.
 - Names and qualifications of persons conducting the training.
 - Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
 - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.

- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by [LC section 6401.9\(f\)](#), shall be made available to Cal/OSHA upon request for examination and copying.

EMPLOYEE ACCESS TO RECORDS

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within 15 calendar days of a request:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

REVIEW AND REVISION OF THE WVPP

The Tracy Public Cemetery District WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of Tracy Public Cemetery District's WVPP should include, but is not limited to:
 - Review of incident investigations and the violent incident log.
 - Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees. [These revisions could involve changes to procedures, updates to contact information, and additions to training materials.]

EMPLOYER REPORTING RESPONSIBILITIES

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\), Reporting Work-Connected Fatalities and Serious Injuries](#), Tracy Public Cemetery District will immediately report to Cal/OSHA any serious injury or illness (as defined by [CCR, Title 8, Section 330\(h\)](#)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

"I, Maylene Warner, District Manager of Tracy Public Cemetery District hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I believe that these policies and procedures will bring positive changes to the workflow, business operations, and overall health and safety as it relates to workplace violence prevention."

Maylene Warner, District Manager

Date

The Tracy Public Cemetery District Workplace Violence Prevention Plan has been reviewed and approved by District Manager and the Board of Trustees.

Maylene Warner, District Manager

Date

Scott Arganbright, Chairman

Date

William Kaska, Vice-Chair

Date

Derrick Davis, Trustee

Date

Kevin Tobeck, Trustee

Date

Gene Birk, Trustee

Date

Incident Report
San Joaquin County Sheriff



7000 MICHAEL CANLIS BLVD

(209) 468-4400

(209) 468-4496

Reported Date
12/31/2024
Rpt/Incident Typ
563A
Member#
GOATCHER, CHANCE

Administrative Information									
Agency San Joaquin County Sheriff			Report No 24-22868		Supplement No ORIG	Reported Date 12/31/2024		Reported Time 17:22	
CAD Call No 243660477		Status REPORT TAKEN		Rpt/Incident Typ FOR INV-COUNTY AG-CRIMINAL-CHP					
Location 12815 W VALPICO RD								City TRACY	
ZIP Code 95377	Rep Dist 639	Area 8	Beat 07	From Date 12/31/2024		From Time 17:22	To Date 12/31/2024	To Time 22:11	
Member# 174350/GOATCHER, CHANCE					Entered By 166683				
Assignment SUPPORT SERVICES/CRIMINAL/TYPIST				RMS Transfer Successful		Prop Trans Stat Successful		Property? None	
Approving Officer 106820			Approval Date 01/06/2025		Approval Time 12:28:55				
Statements Taken Yes									

Person Summary						
Invl	Invl No	Type	Name			MNI
REP	1	I	WARNER, MAYLENE			10185310
Race	Sex	DOB				
B	F	10/21/1976				
Invl	Invl No	Type	Name			MNI
SUS	1	I	BUCHEIT, PHILIP			260000
Race	Sex	DOB				
O	M	01/28/1986				
Invl	Invl No	Type	Name			MNI
WIT	1	I	MCCOY, S OFFICER			10185311
Race	Sex	DOB				
	M					

Summary Narrative

This report is in regard to (RP) Maylene WARNER who is the property manager for Valpico Memorial Park, and was reporting there was a vehicle on scene that was driving erratically. When i arrived on scene, I was told the driver, later identified as (S) Philip BUCHEIT had already been transported to the hospital. The California Highway Patrol (CHP) was requested due to (S) BUCHEIT possibly being intoxicated.

CHP (W) Officer S. MCCOY arrived ons cene and took over the investigation under log number 24123LST9205.

A suspicious device was located on the floorboard of (S) BUCHEIT's vehicle and the San Joaquin County Sheriff's Office Explosive Ordinance Device (EOD) team was requested.

The EOD team arrived and determined the device was not an explosive device and was only a homemade portable charger.

This report is for information purpose only at this time.

Report Officer 174350/GOATCHER, CHANCE	Printed At 01/08/2025 13:10
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Incident Report

San Joaquin County Sheriff

Narrative

(S) BUCHEIT then pulled his vehicle forward which struck the front gate of the cemetery, bending the gate and causing damage to the motor. (RP) WARNER estimated this would cost approximately \$90,000 to repair.

After reviewing video footage from the incident, it appeared (S) BUCHEIT did not intentionally ram the gate.

The California Highway Patrol (CHP) was requested and Officer (W) S. MCCOY took over the investigation under log number 24123LST9205. (S) BUCHEIT was taken into custody for charges related to their investigation.

It should be noted that a suspicious device was located on the floorboard of (S) BUCHEIT's vehicle and the San Joaquin County Sheriff's Office Explosive Ordinance Device (EOD) team was requested.

The EOD team arrived on scene and determined the suspicious device was not an explosive device, and it was a makeshift portable battery charger.

This report is for information purpose only.

CONCLUSION:

End of report.

Report Officer 174350/GOATCHER, CHANCE	Printed At 01/08/2025 13:10
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