

LINDSAY-STRATMORE PUBLIC CEMETERY DISTRICT
639 S. FOOTHILL- LINDSAY, CA 93247
PHONE/FAX: (559) 562-3349

November 18, 2020

The meeting was called to order on November 18, 2020 at 4:30 p.m. in the Lindsay-Strathmore Cemetery District office by Director Dennis Medders. In addition to Director Medders, in attendance were Directors Dale Rains and Jeff Tienken and Cemetery Manager Brenda Altermatt.

Director Rains made the motion that the October 21, 2020 minutes be approved. Director Tienken seconded the motion. With all in favor, the minutes were approved.

There were no Public Comments.

The directors reviewed and paid the current bills. Also examined were the ones that had required payment prior to the meeting. The total bills for October 2020 were: Salaries \$11,868.25; Water/Grove Care \$4,931.41; Medical Insurance \$1,385.08; Remaining expenses \$15,276.07. Cemetery income for October was \$9,786.62 (included is the burial and pre-need income, endowment, and the interests for the Tritten and checking accounts). The Tritten account balance was \$48,337.29.

Accessible at the meeting for the Board members to review were the October county balance sheets for the Pre-Need, Endowment and General Accounts. The Tulare County third quarter Treasurer's Report was also available.

Mrs. Altermatt presented the November Cemetery Manager's Report (attached to the minutes).

Interments for October were: (1) full and (5) cremation burials at Lindsay and none at Frazier Valley. One of the cremation burials was an in-ground interment that was disinterred and placed in the niche.

Old Business:

Addition 15 – As was shared earlier in the Manager's report, Mrs. Altermatt stated that top soil from Visalia Cemetery had been placed on the south west corner of this addition. This seems to be a low area, and when irrigated, the water seems to congregate here. Additionally she said that Foreman Garza told her that he had been in contact with Mike Brownfield, who was going to assist our employees once again, but at this time he wasn't able to fit us into his schedule. So that we can get this Addition reseeded, Director Tienken said that he had a small harrow that LSCD employees could use. Mrs. Altermatt will have Mr. Garza contact him about arranging this.

Fiscal Year Financial Audit Update – David Farnsworth, C.P.A., was at the cemetery office conducting the audit on October 26th-28th. Mr. Farnsworth will be back to give the Board members his report at the December or January meeting. Manager Altermatt said that after the audit he gave her three procedures that he would like to have us begin to implement: 1) to have the QuickBooks program installed on the computer that cemetery secretary Becky Morales uses—with her own password, 2) that whoever takes the deposit to Bank of Sierra begin initialing the receipt that they print out, and 3) lastly, that although Mrs. Altermatt is the

only one processing the employees' completed time sheets, that she begin signing each one.

Each of the Board members were provided with a booklet prepared by Mr. Farnsworth on "Journey to Transparency". He calls this "White Paper—Education Based Literature".

Cemetery Staffing – Mrs. Altermatt reported that the employee USA Staffing had provided to our District, Albert Silva, was no longer working for us due to missing work and not informing us when he was going to be absent. After four interviews, Alfonso Holquin, also supplied by their firm, began working for LSCD on 11/16/2020.

New Business:

Transfer of Ownership – Gary and Sharon Twitty requested that a Pre-Need cremation grave that they had purchased for \$100.00 on April 1, 1997 be returned to LSCD. Mrs. Altermatt presented the Twitty's completed Transfer of Ownership form to the Board members and after reviewing it, they signed the District issued check for \$100.00.

HR Company Review/Assessment – A PayChex HR representative had contacted Mrs. Altermatt and requested that our Board consider contracting their firm (they presently do our payroll) for our HR needs. A list of some of the things that they would assist us with was gone over. The cost would be \$300.00 for the employee handbook and hand-outs, and their monthly rate would be \$175.00. There is no contract and we could cancel at any time. Manager Altermatt said that Pacific Employers in Visalia is who we have been with for over seven years. Our handbook, which does need to be updated she said, would cost \$425.00. And we pay \$180.00 per quarter for their forms, posters, etc. After discussing the two options, the members decided to continue with Pacific Employers.

The meeting was adjourned at 5:10 p.m.

The next regular Board meeting will be held at 4:30 p.m. on Wednesday December 16, 2020.

Respectively Submitted,

