

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

February 19, 2020

The meeting was called to order on February 19, 2020 at 4:35 p.m. in the Lindsay-Strathmore Cemetery District office by Director Dennis Medders. In addition to Director Medders, in attendance were Directors Jeff Tienken and Dale Rains and Cemetery Manager Brenda Altermatt.

Director Tienken made the motion that the January 15, 2020 minutes be approved. Director Rains seconded the motion. With all in favor, the minutes were approved. There were no public comments.

The current bills were reviewed. Also examined were the bills that required payment prior to the meeting. The total bills for January 2020 were: Salaries \$12,854.14; Water/Grove Care \$9,933.17; Medical Insurance \$1,385.08; remaining expenses \$10,577.36. Cemetery income for January was \$17,579.64. The Tritten account balance was \$65,360.87.

Accessible at the meeting for the Board members to review were the county balance sheets for the Pre-Need, Endowment and General Accounts and the fourth quarter Tulare County Quarterly Treasurer's Report.

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

Interments for January were (7) full burials and (5) cremations at the Lindsay Cemetery. None were held at Frazier Valley.

### **Old Business:**

**Addition 15** – Manager Altermatt presented (5) quotes and/or prices for the grass seed for this new addition. The prices and amount needed varied substantially. After reviewing the information listed, the Board members recommended purchasing the seed at Tractor Supply Co. in Porterville, as it was the most reasonable, and easily accessible if more is needed. Some suggestions were given to Mrs. Altermatt to relay to Grounds Foreman Jaime Garza concerning planting this area.

**Office Repairs** – Once again, Mrs. Altermatt informed the Board members that because our employees have been working on the grounds, nothing has been done on patching or reroofing the office. At some point, when he has time, Director Rains may give guidance on when and/or if our grounds crew should attempt this project. Mrs. Altermatt also mentioned that the grounds men's break room carpet is very dirty and possibly should be replaced with laminate flooring. Director Tienken suggested removing the carpet and just painting the cement floor instead.

### **New Business:**

**Workman's Comp and Liability Insurance** – Three different policies and their yearly premium rates were presented for the Board members consideration. Golden State Risk Management offered an estimate of \$16,719.00. If we proceed with this entity we would need to give them more information and obtain a (10) year loss



record. Golden State combines Workman's Comp and Liability. The second policy premium was from Glatfelter for \$6,334.00. Glatfelter is for the Liability insurance only. The third, is the company that we are with now, Water Plus. Theirs is, also, only for the Liability. The premium is \$6,300.00 (this was down \$1,251.00 from last year). The Workman's Comp that our district has been with for a number of years is Midwest. The total amount we paid last year was \$12,550.00, and we had a refund of \$4,068.00. After discussing the three different options, Director Tienken made the motion that we remain with Water Plus (to be effective 3/18/20) for Liability and Midwest (effective 7/1/20) for Workman's Compensation. Director Rains seconded the motion, with all in favor. To lower our Workman's Comp premiums, Mrs. Altermatt will confer with our Walter Mortensen's representative to have them re-classify the status of our office staff employees.

**LSCD Policy Handbook Revisions/Updates** – Due to some changes in California laws, Mrs. Altermatt informed the Board members that our employee handbook (with our policies) needs to be revised. The last update was 2015. The cost will be \$425.00. She went over the various issues that Lupe Garza from Tulare County Benefits and Candace Weaver at Pacific Employers had mentioned that we need to change. On a motion by Director Rains and second by Director Tienken, with all in favor, the payment of \$425.00 and the suggested revisions were approved. Some of the revisions are as follows:

- The Introductory period for a full time employee was changed from (6) months to (90) days. At that point the new employee will change from an introductory employee to a regular full time. He or she will then begin to accumulate their sick time hours (2 hours per pay period) and will have the (80) hours of vacation time. LSCD will also begin paying health benefits through Tulare County for them. (Present handbook Pages 4,19,20)
- Their anniversary date will be the date when they become a regular full time employee (Page 5)—not their hire date.
- There will be an additional phrase added to the wording on Reporting Time Pay (Page 13). It will be: "also on a day not scheduled to work".
- If employees want to attend the yearly Farm Equipment/Ag Show, they may attend, if we have no scheduled interments, at their own expense. (New policy)

**Conflict of Interest Filing (Form 700)** – Manager Altermatt reminded the Board members of the necessity to complete the Form 700. They must be retained in the cemetery office and she is also required to send a copy to the Board of Supervisors by April 1, 2020.

The meeting was adjourned at 5:20p.m.

The next regular Board meeting will be held at 4:30 p.m. on Wednesday March 18, 2020.

Respectively Submitted,

*Dennis R. Medders*