

MINUTES OF THE REGULAR MEETING
SEPTEMBER 16TH, 2025
BOARD OF TRUSTEES
CLOVIS CEMETERY DISTRICT
305 N. VILLA
CLOVIS CA. 93612

PRESENT

Jim Linenbach Chairman
Charles Rigsbee Vice Chairman
Ken Long Trustee
Charles Briggs Trustee

STAFF

Stacie Caldwell District Manager
Juan Pedraza Operations Manager
Chauncie Kirkham District Sec. / Family Coord.

The September 2025 meeting was called to order by Chairman Linenbach at 9:00 am and roll call was made, Trustee Dwight Kroll was absent.

ADDITONS TO THE AGENDA: None

UNSCHEDULED MATTERS: None

GENERAL CONSENT ITEMS:

Approval of July 2025 Minutes. Motion made by Trustee Rigsbee to approve July 2025 minutes. Trustee Long seconded the motion. Motion passed 4-0. Approval of July 2025 Expenses. Trustee Rigsbee made the motion to approve July 2025 Expenses. Trustee Briggs seconded the motion. Motion passed 4-0. Trustee Rigsbee made the motion to approve August 2025 Expenses. Trustee Briggs seconded the motion. Motion passed 4-0.

ACTION ITEMS:

A. OLD BUSINESS:

- a. Redbank expansion, Road repair & ADA walk in ramp – On October 8th David Horn meet with Operations Manager Juan to survey the new ramp slope. Will meet again to create new mapping and estimates for the new concrete and fence line that will be created.
- b. Tollhouse expansion update – David Horn to meet with Juan to look at new ADA spots, mapping at grading of the expansion areas.
- c. Niche Project update – Rico's gave update that the niches have shipped and should be here in roughly 2-3 weeks. New flag pole ordered.
- d. Sandra Wheeler of Stifel Investments update – all investments have been transferred from Wells Fargo. Request to have Sandra or Marcus come to a meeting to explain how to read the new statements.
- e. Damaged fence along Herndon Ave – received estimate from Top Choice Fence company. Sent email to Brenda to place claim with GSRMA.
- f. New telephone system through RingCentral - our phone lines are up and running. Working out the issues were are still having with Steve from Computer Care.
- g. 24/25 Audit and Budget in progress with Price Paige Company – proposed budget received. Board reviewed, Cameron to come to meeting to give the complete breakdown of proposed budget. Cameron to finish audit roughly the week of the 25th for the final board review.

B. NEW BUSINESS:

- a. Third Phase of safety pruning at Clovis Cemetery – Estimate from South Bay Tree was received for \$14,200.00. Suggested to be on their calendar by the beginning of November before weather starts becoming bad.
- b. Consider the estimate from Vortex Doors for the installation and purchase of steel doors for the restrooms at the Tollhouse Cemetery – Estimate received for \$8,882.26 for both doors from Vortex. Check with Brenda from GSRMA to see if the doors can be reimbursed. Chairman Linenbach made the motion to accept proposal for the doors and installation from Vortex in the amount of \$8,882.26. Trustee Long seconded the motion. Motion passed 4.0.

REPORTS AND ADMINISTRATIVE ACTION:

District Managers' report:

Suggested cleaning of the board room and office exterior with new paint and replacing old benches in front of the office. Trustee Rigsbee made the motion to replace old benches in front of the office and paint the exterior of both buildings. Trustee Briggs seconded the motion. Motion passed 4.0

Veterans wall is coming to Clovis on October 9th-11th and they are going to borrow the district's two family carts.

Operations Manager Report:

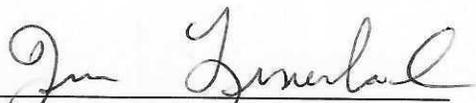
Luis made a trailer for our signs that are used daily for services. He also made a trailer to carry all sprinklers and parts that are needed through out the cemeteries. There are some canopies that are breaking down but instead of replacing the whole thing, Juan suggested to only replace the broken parts instead.

Chairman's report: n/a

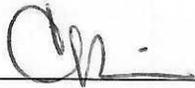
Board member report: n/a

Chairman Linenbach adjourned the meeting at 11:00 a.m.

Next regular meeting: October 21st, 2025 at 9:00 a.m.



JIM LINENBACH, CHAIRMAN



CHAUNCIE KIRKHAM FAMILY COORDINATOR/DISTRICT SECRETARY