**KINGSBURG CEMETERY DISTRICT**

**P.O. Box 542, Kingsburg, CA 93631**

**MINUTES**

The regular monthly Board of Trustees met on April 27, 2021 at 1:00 PM in the office of the Kingsburg Cemetery District. There was no meeting held in March 2021.

**MEETING** was called to order by Chairperson Tamara Jackson at 1:00 PM. Also present was Board member Vice Chairperson Wesley Carlson, Superintendent Carmen Rojas, Jr. and Administrative Secretary Tracey Lyons Nunez.

**PUBLIC INPUT:** None

**Minutes** of the February 23, 2021 meeting were read by Tracey Nunez. Motion to approve the minutes was made by Wesley Carlson. Second by Tamara Jackson. All in favor. Motion carried.

**CORRESPONDENCE:**

1. Past auditor: Inform Board of email received in regard to District’s past auditor. KCD received an email and a letter by mail from Coleman & Horowitz. They are representing previous auditor Max Sanborn. In the correspondence, they were offering to help locating new auditors. They were informed the past two audits are already completed and filed. Superintendent was wondering if they might be able to secure a refund from Sanborn & Sanborn for the 2018/2019 invalid audit done. No action taken.

**SUPERINTENDENT’S REPORT:** Inform and update Board. No action to be taken.

1. Superintendent informed Board of his illness and time off. Board wished him well and expressed they were glad he was back at work.
2. Superintendent brought up an emergency item not on the agenda. The Board went into a closed session, determined the matter constituted an emergency item and discussed the matter in closed session. The Superintendent was directed by the Board as to how to settle the potential claim. The meeting returned to open session.
3. Update on fence: S&D Fabrication informed Superintendent that their company cannot replace the type of chain link fence work that is required by the northeast gate following an auto accident. Superintendent contacted Don at Farmers Insurance to inform him of the delay and he said that the claim time for filing is three years. Superintendent will contact other companies to replace the chain link section of fence.

**PLANNING WORKSHOP:** Board to discuss ideas and goals for future cemetery development.

**OLD BUSINESS:**

1. Fresno County Treasury and Bank of America accounts: Inform Board of amounts in these accounts. Fresno County Treasury has a balance of $1,091,021.11 after receiving $11,023.18 in February 2021 and $4,681.24 in March 2021 from the County (property tax and interest). Bank of America Enhancement account has a balance of $580,474.24. This includes $4.45 in interest from B of A for February 2021 and 4.93 in March 2021. The B of A checking account has a current balance of $38,964.32 that includes $18,000.00 that is to be transferred next week to the B of A enhancement account. This leaves a balance in the checking account of $20,964.32. Superintendent recommended transfer to cover until June 2021 meeting. Wesley Carlson made a motion to transfer $60,000.00 from Fresno County Treasury to B of A checking account. Second by Tamara Jackson. All in favor. Motion carried.
2. Septic tank: Update Board. After discussion and information, it was decided to abandon the old restrooms.

**NEW BUSINESS:**

1. Phone conference with auditor. Auditor Rob Dennis to review district audits with Board. Mr. Rob Dennis phoned in for this conference call. There were a few questions asked and were answered by Mr. Dennis. There was some discussion on adding the figures for ThiesenDueker into Quickbooks as recommended by Mr. Dennis. No action taken.
2. Memorial Day service: Recommend holding a Memorial Day service and renting portable restrooms. Superintendent informed Board that he had been contacted by Eric from American Legion and that they would like to decorate even if there is not a service this year. Superintendent recommended holding the Memorial Day service this year on Monday, May 31, 2021 and the Board agreed. Superintendent informed the Board he would not have employees working at the cemetery over the three day weekend to help the public due to Covid restrictions still a bit in place. Superintendent informed the Board of the cost of renting porta-potties and what was available. The Board agreed that Superintendent should go ahead with an ADA compliant restroom, two regular restrooms and a hand wash station for the three-day weekend of Memorial Day. These would be delivered Friday, May 28, 2021 and picked up Tuesday, June 1, 2021.
3. Superintendent recommended that there be no Board meeting in May 2021. Board agreed and noted that was already on the tentative Board calendar for 2021.

**BOARD COMMENTS:** Board time to make comment(s). No action to be taken by Board.

1. Wesley Carlson: Question as to the status of a new Board member. Tamara Jackson had spoken to one businesswoman that took the idea under consideration but then decided it was an overcommitment due to her business. Tamara Jackson said she has a couple more people to talk to. Superintendent said once she has talked to them, he has a couple of people in mind as well he could talk to.
2. Tamara Jackson: Covered above.

**ACCOUNT BALANCES, INCOME, and EXPENSES:** please see ***Profit & Loss, Balance, Deposit,*** **&** ***Check Detail*** reports for the month of **February & March 2021.**

**BILLS FOR APPROVAL:** Review all bills and sign checks for the period **April 15, 2021 through April 27, 2021.** A motion was made by Tamara Jackson to pay all bills. Second by Wesley Carlson. All in favor. Motion carried.

**NEXT MEETING:** Will be held on June 22, 2021 at 1:00 PM.

**ADJOURN:** There being no further business, a motion was made by Tamara Jackson to adjourn the meeting. Second by Wesley Carlson. All in favor. Motion carried to adjourn at 3:45 PM.

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Chairperson-Tamara Jackson Secretary-Wesley Carlson

**AGENDA**

The regular monthly Board of Trustee meeting is being held on June 22, 2021 at 1:00 PM in the office of the Kingsburg Cemetery District.

**CALL TO ORDER:**

**ROLL CALL:**

**PUBLIC INPUT:**

**READING OF MINUTES:**

**CORRESPONDENCE:**

1. Refund from past auditor: Inform Board of letter received.
2. Van Cleve Concrete Products: Supplier of crypts, vaults & urns to increase costs. Recommend to increase resale price to cover cost of increase.

**SUPERINTENDENT’S REPORT:** Inform and update Board. No action to be taken.

1. CAPC 2021 wage and price list survey: Hand Board copies.
2. CAPC 2022 Board of Directors election: Update Board.
3. Open cemetery Board seat: Update Board.

**PLANNING WORKSHOP:** Board to discuss ideas and goals for future cemetery development.

1. Discuss search for a design engineer to develop undeveloped ground for cemetery use. (RFP at CSDA)

**OLD BUSINESS:**

1. Fresno County Treasury and Bank of America accounts: Inform Board of amounts in these accounts. Recommend transfer.

**NEW BUSINESS:**

1. Closed session: Superintendent to inform Board of potential legal matters.
2. Re-scheduling fee: Recommend an Administrative Fee when re-scheduling burial dates and times.
3. Bank card use at cemetery: Recommend and inform Board of details.
4. Payroll service: Inform Board.

**BOARD COMMENTS:** Board time to make comment(s). No action to be taken by Board.

1. Wesley Carlson:

Tamara Jackson:

**ACCOUNT BALANCES, INCOME, and EXPENSES:** please see ***Profit & Loss, Balance, Deposit,*** **&** ***Check Detail*** reports for the month of **April & May 2021.**

**BILLS FOR APPROVAL:** Review all bills and sign checks for the period **June 15, 2021 through June 22, 2021.**

**NEXT MEETING:** Will be held on July 27, 2021 at 1:00 PM.

**ADJOURN:**

**Pre-Agenda:** Inform Board of known items to be discussed at March 2021 Board meeting.

Correspondence:

None at this time.

Old Business:

1. Fresno County Treasury and Bank of America accounts: Inform Board of amounts in these accounts.

New Business:

*Burials & Space purchases since last Board meeting:*

**BURIALS: 23** **SPACE PURCHASES: 23**

Theodore Hess – (C-1\*) – (20-171 Ronald Thompson – E/C only

Sheila Bengtson – (c-1) – (20-187) Alberto & Hilda Rodriguez - 2

Shirley Gustafson – (C-1\*) – (5-27) Anthony A. Santos - 2

Maurice P. Nyberg – (C-1\*) – (17-537) Theodore (Ted) Fridolfs - 2

Delia Scales – (S) – (17-413) Dianna Meras - 1

Gabriel Lozano – (C-2) – (22-249) Gail DeMoss - 1

Judith Johnson – (S) – (A-10-1) Raymond F. DeLaCruz - 1

Filimon Rodriguez – ~~(C-1\*)~~ – (23-111) Charles & Shilloy Hollingsworth - 2

convert to 34/88 C-1\* w/STD on top Cathy Stacy - 1

Carmen R. Eros – (C-2) – (22-478) Jac Ray Crabtree - 2

Mary Earlene Bradley – (c-1) – (12-634) Gary & Susan Murrah - 1

Gregorio Burnias – (S) – (23-53) Horacio Escoto - 2

Gladys Shegoian – (S) – (13-283) Nancy Roberts - 1

Kent Dorsey Davis – (c-1) – (5-226) Adrian and/or Gwen Oskam - 4

Joyce A. Nielsen – (S) – (17-71) Dora Hernandez - 1

Shirley Lear – (c-2) – (17-13)

Georgeanne Johnson – (C-2\*) (on Giant-1st\*) - (23-32)

~~Magdalena Tirado – (c-1) – (13-63)~~ cancelled (re-scheduled-see below)

Lawrence Crabtree – (C-1\*) – (23-227)

Chester F. Stacy Jr.– (C-1\*) – (17-289)

Arturo Pena Leal – (C-1\*) – (17-251)

Magdalena Tirado – (c-1) – (13-63)

Kevin Nelson – (c-2) – (17-312)

Antelmo Escoto – (C-1\*) – (23-198)

Lavern Hall – (S) – (20-67)

(C-1or 2)=Companion 1st or 2nd

(S)=STD

(c-1,2,3,4)=Cremains and #

(I)=Infant

**C = Covid**

**Relocate: 0**

**Disinterments: 0**

**Release of Transfer: 0**

**Space releases back to KCD: 3 Block 21 Spaces 155, 157 & 158**

**Space trades: 0**