**KINGSBURG CEMETERY DISTRICT**

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

**MINUTES**

The regular monthly Board of Trustees met on June 22, 2021 at 1:00 PM in the office of the Kingsburg Cemetery District.

**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 April 27, 2021 meeting were read by Tracey Nunez. Motion to approve the minutes after corrections was made by Tamara Jackson. Second by Wesley Carlson. All in favor. Motion carried.

**CORRESPONDENCE:**

1. Refund from past auditor: Inform Board of letter received. A letter was received from Coleman & Horowitt, LLP Attorneys at Law. They are representing Sanborn & Sanborn Accountancy Corporation and Max Sanborn. They thanked KCD for their “loyalty and patronage” and for KCD’s “patience and understanding”. A check in the amount of $2,250.00 was included as partial refund for the 2019/2020 audit that was deemed invalid. It was stated that the balance of $2,250.00 will be sent by December 15, 2021. Information only. No action taken.
2. Van Cleve Concrete Products: Supplier of crypts, vaults & urns to increase costs. Recommend to increase resale price to cover cost of increase. Superintendent presented to the Board a letter from Van Cleve Concrete Products showing their price increases that will take effect July 1, 2021. After discussion and a recommendation to increase our prices as well a motion was made by Wesley Carlson to increase KCD resale prices to reflect the increase from the supplier. Second by Tamara Jackson. All in favor. Motion carried.

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

1. CAPC 2021 wage and price list survey: Hand Board copies. There was a brief discussion of these two surveys. Information only. No action taken.
2. CAPC 2022 Board of Directors election: Update Board. Superintendent showed the Board correspondence received regarding the CAPC election. The Board is not interested in participating. Information only. No action taken.
3. Open cemetery Board seat: Update Board. It was conveyed that there is someone interested in the position. They will go online to submit the application. (A paper copy was printed by KCD at the meeting in case the online application was not feasible.) Discussion only. No action (besides printing a hard copy of the application) taken.

**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) Discussed and looked at what an RFP (Request For Proposal)-a formal document that organizes an organization’s intent to purchase goods or service) entails. A design service would include cost proposals. A Project Manager would be doing design and a Project Management.

**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 $1,166,710.16 after receiving $120,707.93 in April 2021 and $15,814.44 in May 2021 from the County (property tax and interest). Bank of America Enhancement account has a balance of $618,484.05. This includes $4.77 in interest from B of A for April 2021, $5.04 in May 2021 and a deposit of $20,000.00. The B of A checking account has a current balance of $50,551.89. No transfer is needed at this time.

**NEW BUSINESS:**

1. Closed session: Superintendent to inform Board of potential legal matters. Board went into closed session regarding sold plot and burial incident. Board returned to open session.
2. Re-scheduling fee: Recommend an Administrative Fee when re-scheduling burial dates and times. After discussing the amount of work involved in re-scheduling a service, a motion was made by Wesley Carlson to charge the current Administrative Fee for re-scheduling a service following signature and/or payment. Second by Tamara Jackson. All in favor. Motion carried.
3. Bank card use at cemetery: Recommend and inform Board of details. Superintendent discussed with Bank of America the procedures and fees for using a debit and credit card for charges at KCD. B of A sent an email outlining the fees and charges as well as procedures and equipment needed to begin a debit and credit card program. Discussion also led to the necessity to increase fees charged at KCD. The last increase done to the charges controlled by KCD appears to have been on January 1, 2009. A motion was made by Tamara Jackson instructing the Superintendent to go forward with the debit/credit card program and also to make recommendations on pricing increases. Second by Wesley Carlson. All in favor. Motion carried.
4. Payroll service: Inform Board. Superintendent informed the Board he had contacted Payality in Kingsburg regarding a quote to do the KCD payroll and related reports. Payality does not do the bookkeeping portion of that. They recommended calling Cates & Company as well as Steve Jones. Superintendent will follow through with those recommendations. Information only. No action taken.

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

1. Wesley Carlson: None
2. Tamara Jackson: None

**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.** 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 July 27, 2021 at 1:00 PM.

**ADJOURN:** There being no further business, a motion was made by Wesley Carlson to adjourn the meeting. Second by Tamara Jackson. All in favor. Motion carried to adjourn at 3:47 PM.

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Chairperson-Tamara Jackson Secretary-Wesley Carlson

**AGENDA**

The regular monthly Board of Trustee meeting is being held on July 27, 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. Card of thanks: Show Board card received from member of the public.
2. CAPC education and area meetings: Inform Board of date and place to be held.

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

1. Damaged gate and fence: All repair work completed. Update Board.
2. Open Board seat: Update Board.

**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. Recommend transfer.
2. Bank card use for cemetery: Update Board.
3. Payroll/Bookkeeper: Update Board.

**NEW BUSINESS:**

1. 2020/2021 Fiscal year budget: Review with board. Recommend adopting.
2. Cemetery fees: Recommend increase for services. Board to review and discuss.
3. Closed session: Superintendent will update Board of potential legal matter.
4. Fresno County Data Sheet: Recommend Board sign data sheet.

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

1. Wesley Carlson:
2. Tamara Jackson:

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

**BILLS FOR APPROVAL:** Review all bills and sign checks for the period **July 15, 2021 through July 27, 2021.**

**NEXT MEETING:** Will be held on August 24, 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: (24 working days)*

**BURIALS: 16** **SPACE PURCHASES: 11**

Bettyann Krebbs – (c-1) – (17-285) Larry & Andrea Belau – 2 (old grounds)

Erma Cruguer – (c-1) – (17-285) Richard Sandoval - 1

Marilyn Bogard – (c-1) – (20-158) Patricia Ward - 1

Lawrence Taylor – (S) – (23-125) Brenda Morton - 2

~~Jane Wade – (Urn in C-2) – (22-340)~~ Janelle Lozano - 1

~~Roxann Bolding – (C-2) - (14-366~~) Joey & Joyce Ramirez - 1

~~Roxann Bolding – (C-2) - (14-366)~~ Maria Rojas - 1

Vera Nunn – (C-2) – (14-260) Steve Safarjian - 2

Troy Ward – (C-1\*) – (21-157)

Marilyn Camp – (S) – (17-508)

George DeMoss – (c-1) – (12-106)

Thurman Remmer – (C-1\*) – (20-100)

~~Roxann Bolding – (urn in C-2) – (14-366)~~

David Valdez – (GiantUrn-c-1) – (14-398)

Inez Valdez - (GiantUrn-c-1) – (14-398)

Roxann Bolding – (urn in C-2) – (14-366)

Barbara Engstrom – (S) – (13-534)

Karla Williams Kesting – (c-1) – (22-349)

Keith Olivas – (c-1) – (20-1)

Linda Furman – (c-1) – 19 ¾ - 119

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

(S)=STD

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

(I)=Infant

**C = Covid**

**Relocate: 0**

**Disinterments: 1** Mischa Sikora – (c-1) – (17-536)

**Release of Transfer: 0**

**Space releases back to KCD:**

**Space trades: 0**

**Services cancelled: 4**