

KINGSBURG CEMETERY DISTRICT
P.O. Box 542, Kingsburg, CA 93631

MINUTES

The regular monthly Board of Trustee meeting met on February 25, 2020 at 1:00 PM at the office of the Kingsburg Cemetery District.

MEETING was called to order by Chairperson Wesley Carlson at 1:00 PM. Also present were Board members Secretary Stan Palm, Superintendent Carmen Rojas, Jr. and Administrative Secretary Tracey Lyons Nunez.

PUBLIC INPUT: None

MINUTES of the January 28, 2020 meeting were read by Tracey Nunez. Motion to approve the minutes was made by Stan Palm. Second by Wesley Carlson. All in favor. Motion carried.

CORRESPONDENCE:

1. Email: Update Board of email received from Fresno County. Information was sent to Karoll Diaz at Fresno County in response to her email. No response has been received back. Keep this item on the agenda for the March 24, 2020 meeting per Board.

SUPERINTENDENT'S REPORT: (NEW) Inform and update Board. No action to be taken.

1. Reported to Board regarding cemetery trees that are having issues. One Redwood tree next to the avenue by Block 23 is looking bad on the east half. The west half looks better. May need to be cut down. The Raywood tree between Blocks 14 and 17 may also need to be cut down. Have been giving this tree extra fertilizer and removing dead limbs. If this tree is taken down, recommend replacing with an Elm tree or something different that is landscape friendly and deep rooted. The third tree is in Block 14 and has had dying branches thinned a number of times. It may also need to be removed. The Board will be notified before any tree removal happens.
2. The grounds are very dry. Water will need to come on. The system will need to be prepared. Plans are to irrigate next week. Weatherman has predicted rain or showers for the last three weekends, but none has fallen.

OLD BUSINESS:

1. County Treasury and Bank of America accounts: Inform Board of amounts in these accounts. Fresno County Treasury has a balance of \$906,855.54. The amount of \$56,290.19 was received from Fresno County and consisted mainly from property taxes collected. The current balance in the Bank of America Enhancement account is \$496,391.02. Bank of America checking account has a balance of \$31,210.77. A motion was made by Stan Palm to transfer \$20,000.00. Second by Wesley Carlson. All in favor. Motion carried.
2. ARB diesel off road reporting: Inform Board of email received. Gave Stan Palm email dated February 11, 2020, another dated February 19, 2020 and a letter dated February 10, 2020. These were all reminders and information regarding the annual reporting that is due by March 1, 2020. Mr. Palm said he is on top of it.

NEW BUSINESS:

1. Phone conference with Peter Vang of Thiesen Dueker: Mr. Vang will make recommendation to the Board. Mr. Vang recommended that the investments be put with advisory "Strategic Asset Management" (SAM) rather than the "brokerage" account. The SAM account would earn more yield, but will have higher fees. Approximately \$1,750.00 in fees with a net yield of \$1,157.00

after fees. The SAM would also provide more flexibility to move investments around. A motion was made to go with the "Strategic Asset Management" (SAM) account by Wesley Carlson. Second by Stan Palm. All in favor. Motion carried. Casey Fitzpatrick will reach out to KCD Superintendent to finalize this.

2. Fresno County data sheet and Bank of America signature card: Recommend signing data sheet and inform Board of signature card to be signed at Bank of America. Superintendent showed to Board a new Fresno County data sheet that will need to be signed. Current Board members signed the sheet. The new Board member will be added when they are appointed to the Board. Also following the new Board member appointment, new Bank of America signature information will need to be completed. Bank of America requires that all signees be at the branch together to do this. Wesley Carlson asked Superintendent to check with Bank of America to see if it was possible that B of A could send someone to a Board meeting to accomplish the signatures. Superintendent will find out and report back.
3. Welcome new Board member. Not applicable at this time.
4. Read and approve special meeting minutes. Superintendent provided Board with copies from the Special Meeting held on February 14, 2020 and read the minutes to the Board. A motion was made to approve the Special Meeting minutes by Stan Palm. Second by Wesley Carlson. All in favor. Motion carried. Stan Palm and Wesley Carlson signed the Special Meeting minutes.

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

1. Stan Palm wants to know what the basic layout costs will be for the north property development project. Superintendent was instructed to "call around" to get this information by others (Sanger cemetery, Ewing, CAPC) that may have recently had this type of work done or information regarding this type of work.
2. Wesley Carlson wants a report on the budget proposal by next meeting and possibly more reports done as well before the actual budget is done for approval. This is to do some advance planning for the budget.

ACCOUNT BALANCES, INCOME, and EXPENSES: please see *Profit & Loss, Balance, Deposit, & Check Detail* reports for the month of **January 2020**.

BILLS FOR APPROVAL: Review all bills and sign checks for the period **February 15, 2020 through February 25, 2020**. A motion was made by Stan Palm to approve all bills and sign all checks for this period. Second by Wesley Carlson. All in favor. Motion carried.

NEXT MEETING: Will be held on March 24, 2020 at 1:00 PM.

ADJOURN: There being no further business and upon motion made by Wesley Carlson, second by Stan Palm. All in favor. Motion carried to adjourn at 2:17 PM.

Chairperson, Wesley Carlson

ATTEST _____
Secretary-Stan Palm

AGENDA

The regular monthly Board of Trustee meeting is held on March 24, 2020 at 1:00 PM in the office of the Kingsburg Cemetery District.

CALL TO ORDER:

ROLL CALL:

PUBLIC INPUT:

READING OF MINUTES:

CORRESPONDENCE:

1. Email from CAPC: Board will review email in regards to Coronavirus (COVID-19).

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

1. Introduce and welcome new Board member.
2. Special District's Risk Management Authority (SDRMA) Loss Prevention Reimbursement amount.
3. SDRMA 2020-2021 Property/Liability Program: Inform Board of proposed increase.
4. Portable restrooms: Recommend for Memorial weekend. Decision to be made at April 2020 meeting.

OLD BUSINESS:

1. Fresno County Treasury and Bank of America accounts: Inform Board of amounts in these accounts. Recommend transfer?
2. Email received from Fresno County: Superintendent to update Board.
3. Sign documents: Board will sign documents for accounts at Thiesen and Dueker Financial Consulting Group.

NEW BUSINESS:

1. 2020-2021 preliminary budget: Board to review preliminary budget report as requested by Board.
2. Signature card: Inform Board of signature card to be signed for Bank of America accounts.
3. Savings account at Bank of America: Clarify deposits to this account for 2020.

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

ACCOUNT BALANCES, INCOME & EXPENSES: Please see *Profit & Loss, Balance, Sales by Item Summary, Deposit,* and *Check Detail* report for the month of **February 2020.**

BILLS FOR APPROVAL: Review all bills and sign checks for the period of **March 15, 2020 through March 24, 2020.**

NEXT MEETING: Will be held on April 28, 2020 at 1:00 PM.

ADJOURN:

Pre-Agenda: Inform Board of known items to be discussed at March 2020 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: 11

Shirley Stone – (S) – (18 1/2-20)
Cathryn Ardene Nordstrom – (c-1) – (18-347)
John L. Petree - (c-1) – (12-47)
Sharon Morton – (S) – (23-269)
Ruben Lopez – (C-1*) – (6-249)
Larry Lungren – (C-1*) – (20-82)
Carole Workman – (c-1) – (13-585)
Larry A. Workman – (c-2) – (13-585)
Elwin D. Carr – (Giant c-1) - (19 3/4-74)
Rosemary M. Hernandez Dy – (c-1) – (18-306)
Monica Silva – (c-2) – (13-157)

SPACE PURCHASES: 3

Diane Meyer - 1
Mark & Tracey Ramirez - 1
David & Laura Kimbley - 1

(C-1 or 2)=Companion 1st or 2nd
(S)=STD
(c-1,2,3,4)=Cremains and #
(I)=Infant

Relocate: 0

Disinterments: 0

Space releases back to KCD: 0

Space trades: 0