**KINGSBURG CEMETERY DISTRICT**

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

**MINUTES**

The regular monthly Board of Trustee meeting met on July 28, 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 was Board member Vice Chairperson Tamara Jackson, Superintendent Carmen Rojas, Jr. and Administrative Secretary Tracey Lyons Nunez. Secretary Stan Palm joined the meeting at 1:10 PM.

**PUBLIC INPUT:** None

**MINUTES** of the June 23, 2020 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. Reserve Raisins Class Action Claim: Inform Board of amount received. Superintendent informed the Board that years ago the Board decided to participate in a class action lawsuit. A check was recently received on behalf of that lawsuit for $1,298.54. Information only. No action to be taken.

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

1. Equipment repairs: Inform Board of repairs and cost. There have been several unforeseen repairs since the last meeting. 1. On the 2008 Chevrolet pickup the ignition tumbler went bad and could not be replaced in house. Local mechanic, Henry Garcia, was called and he recommended the truck be taken to a dealer. Ed Dena Chevrolet in Dinuba, CA replaced casing, tumbler and serpentine belt for a total of $857.47. Kingsburg Towing charged $180.00 to tow the truck to the dealership. 2. The David Brown (1974) power steering pump went bad and parts to repair it are not available nor is a new replacement. A used unit was purchased from Myers Ward in Riverdale, CA and replaced in house. The cost for the part was $431.90 with a 90-day warranty. 3. The ballast for the office light fixture went bad and a correct replacement could not be located. (5 retailers in Kingsburg and Fresno did not carry this part.) JDS Electric (Kingsburg) replaced both old light fixtures (fluorescent) with new LED type lights for $383.00. Information only. No further action to be taken.
2. District equipment: Information for Board. Superintendent gave the Board information on the age and condition of the equipment used on the grounds. The David Brown tractor is a 1974. The excavator backhoe is a 1987 Case 580-K. The John Deere tractor is a 1980. The Kabota M4700 is a 1998. The boom lift truck is a 1974 and causes concern to be using with our employees 28 feet high. The equipment that is older is now hard to get parts for.
3. Group plan Covid relief: Inform Board of amount. Anthem Blue Cross which provides the group health plan sent a Covid-19 relief plan discount check in the amount of $720.78 to KCD.

**OLD BUSINESS:**

1. County Treasury and Bank of America accounts: Inform Board of amounts in these accounts. Fresno County Treasury has a balance of $949,516.73. This includes the withdrawal of $25,000.00 that was deposited to the B of A checking account. The current balance in the B of A Enhancement account as of June 30, 2020 is $534,432.63. B of A checking account has a balance of $22,517.29. Superintendent requested a transfer of $25,000.00. A motion was made by Stan Palm to transfer $30,000.00 from the County of Fresno account to the B of A checking account. Second by Wesley Carlson. All in favor. Motion carried.
2. District auditor: Review auditor proposals to hire an auditor. As directed by the Board, Superintendent called the references for Rob Dennis and Christy Tyler-Cooper. He found out that they used to work for the same firm at one time. All the references contacted liked both of them and their work. Superintendent reviewed what contacts said about each candidate. After discussion Wesley Carlson made a motion authorizing the Superintendent to sign an agreement with RT Dennis for three years pending availability to travel on site for the prices listed in his bid. Second by Tamara Jackson. All in favor. Motion carried.
3. Covid-19: Update Board. There are three lists that are given to all those scheduling a service:

1. Our Covid rules. 2. The County of Fresno Covid rules for Mortuaries and Cemeteries. 3. State of California-Department of Public Health guidance on the wearing of face masks. Note: Masks are being worn at all times by employees while in the breakroom.

**NEW BUSINESS:**

1. 2020/2021 fiscal year budget: Board will review proposed budget. Recommend adopting. Superintendent explained that there is an addition to the budget that was mailed to the Board in early June for review in the amount of $25,000.00 to the $1,600.00 already there for a total of $26,600.00 for “Other Reserves (Roads and Trees)”. This is for the estimate to do avenue work and parking striping. The Board very briefly discussed the budget. A motion was made by Wesley Carlson to adopt the updated budget for 2020/2021. Second by Tamara Jackson. All in favor. Motion carried.
2. Required training: Remind Board of training-AB1234 Ethics and AB1825 Harassment. Superintendent went over the required training for everyone that is required and when it is due by and that if courses have been or will be taken that KCD needs a copy of completion certificate that is kept on file. Secretary will look into getting an account for Tamara Jackson with CSDA and let her know the results.

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

1. Wesley Carlson: None
2. Stan Palm: Would like at some point for all three of the Board members “to talk”.
3. Tamara Jackson: She had received a phone call from someone very upset about the “sink hole” in Block C. She wanted to know if we contact the family or owner of the plot or plots regarding that. Superintendent informed her that we do not. It is repaired immediately and as long as there is no permanent damage, the repair is done without contacting anyone. In this particular case the damage was done by a faulty sprinkler oversaturating the ground.

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

**BILLS FOR APPROVAL:** Review all bills and sign checks for the period **July 15, 2020 through July 28, 2020.** A motion was made by Tamara Jackson to approve all bills and sign all checks for this period. Second by Stan Palm. All in favor. Motion carried.

**NEXT MEETING:** Will be held on August 25, 2020 at 1:00 PM.

**ADJOURN:** There being no further business, a motion to adjourn was made by Wesley Carlson, second by Tamara Jackson. All in favor. Motion carried to adjourn at 2:43 PM.

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Chairperson, Wesley Carlson Secretary-Stan Palm

**AGENDA**

The regular monthly Board of Trustee meeting is being held on August 25, 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. California Association of Public Cemeteries e-mail: Inform Board of survey.
2. Anthem group health plan refund: Inform Board of MLR refund amount.
3. SDRMA Workers Comp. refund: Inform Board of amount.

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

None

**OLD BUSINESS:**

1. Fresno County Treasury and Bank of America accounts: Inform Board of amounts in these accounts.
2. District auditor: Update Board on hiring of an auditor.
3. Conflict of Interest Code: Recommend amending KCD Conflict of Interest Code.
4. Required training: Update.
5. Start selling space in “old grounds”: Inform Board.

**NEW BUSINESS:**

1. Trees: Recommend replacing trees not doing well in undeveloped property (3 or 4 trees).

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

1. Wesley Carlson:
2. Stan Palm:
3. Tamara Jackson:

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

**BILLS FOR APPROVAL:** Review all bills and sign checks for the period of **August 15, 2020 through August 25, 2020.**

**NEXT MEETING:** Will be held on September 22, 2020 at 1:00 PM.

**ADJOURN:**

**Pre-Agenda:** Inform Board of known items to be discussed at June 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: 12**  **SPACE PURCHASES: 8**

Bronson Slayton – (C-1\*) – (20-137) Robert Davis – 1

Dario J. Caudillo Jr. – (S) – (23-58) Amanda Moreno – 1

Susan Jane Hauser – (C-2\*) – (4 ¾-65) Gloria Garza - 1

Tommy Inda – (S) – (20-109) Manuel Marquez - 1

Phillip Griffin – (c-1) – (20-88) Beatriz Delgado - 1

Gloria Aguilar – (S) – (20-87) – C Marisela Ortiz - 2

Emma Marquez – (C-1\*) – (20-123) – C Ken Stafford - 1

Victor Delgado – (S) – (22-222) - C

Barbara Luijkx Miller – (c-1) – (20-330)

Marie Ramirez – (C-2) – (17-30) – C

Dora H. Garcia – (S) – (14-560) - C

Emilio Ortiz – (S) – (23-167) - C

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

(S)=STD

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

(I)=Infant

**C = Covid**

**Relocate: 0**

**Disinterments: 0**

**Space releases back to KCD: 0**

**Space trades: 0**