

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

MINUTES

The regular monthly Board of Trustee meeting met on December 10, 2019 at 1:00 PM at the office of the Kingsburg Cemetery District.

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

PUBLIC INPUT: None

MINUTES of the October 29, 2019 meeting were read by Tracey Nunez. Motion to approve the minutes was made by Janet Larson. Second by Stan Palm. All in favor. Motion carried.

CORRESPONDENCE: None

OLD BUSINESS:

1. County Treasury and Bank of America accounts: Inform Board of amounts in these accounts. Fresno County Treasury has a balance of \$788,018.77. This includes a transfer out of \$40,000.00 of Fresno County to Bank of America checking. No deposits were received from Fresno County for November 2019 and \$907.10 was received in October 2019. The current balance in the Bank of America Enhancement account is \$496,374.18. This includes interest paid from B of A of \$16.02 and the deposit of \$24,000.00. Bank of America checking account has a balance of \$41,766.26. Motion to transfer \$50,000.00 from Fresno County to B of A checking account made by Janet Larson. Second by Wesley Carlson. All in favor. Motion carried.
2. Accounts at Thiesen & Dueker: Update Board on these accounts. Morgan Stanley completed the account transfer to Thiesen & Dueker in kind. Morgan Stanley showed a transfer of \$222,793.40 and Thiesen & Dueker \$222,572.86: a difference of \$220.54. A transfer charge of \$95.00 showed so the difference would net to \$125.54 with Thiesen & Dueker amount being lower. In the second transfer Morgan Stanley showed a transfer of \$1,014,162.52 and Thiesen & Dueker \$1,014,644.14: a difference of \$477.00 with the Thiesen & Dueker amount being greater. The net amount of the differences equal \$351.46 with Kingsburg Cemetery District having more at Thiesen & Dueker. Information only. No action taken.
3. Undeveloped property: Continue discussion to develop property. No contact has been made with any parties since the last meeting. Wesley Carlson expressed that KCD needs to have a conceptual idea of the entire project so that there is a plan as to where curb and gutters, driveways, additional areas, wells, irrigation etc. would be planned. This item would be tabled for further discussion until the next meeting.
4. Abandoned burial spaces in old ground: Discuss next phase of abandonment process. Wesley Carlson said Superintendent will need to file final court order with the Assessor-Recorder's office in Fresno. Mr. Carlson will join Superintendent if needed.

NEW BUSINESS:

1. Closed session: Board will review employee performance evaluations and evaluate Superintendent job performance. Board went into closed session. Superintendent and Secretary were asked to step out. No action to report out.
2. Group health plan: Board will review and consider group health plan options for the year 2020. Mr. Mark Karlie from Van Beurden discussed and answered questions regarding the many health care plan option that had been presented to the Board prior to the meeting. After

lengthy discussion Wesley Carlson made a motion to go with the Anthem Gold HMO 30. Second by Janet Larson. All in favor. Motion carried.

3. Employee wage increase: Board will consider an increase for employees. There was an immediate motion by Janet Larson that there be no salary increase for employees for the year 2020. Second by Stan Palm. All in favor. Motion carried.
4. District audit: Auditor Mr. Max Sanborn will present his audit of district financial records. Mr. Max Sanborn attended the Board meeting. He thanked Kingsburg Cemetery District for the opportunity to conduct the annual audit for KCD. He announced that he will be retiring from doing these types of audits as of May 2020. He said the financial audit for 2018/2019 was prepared in compliance and showed no deviations from compliance requirements. Mr. Sanborn then went over mostly page by page the results and answered all questions and concerns that the Board had at this time. He agreed that any further questions or concerns would certainly be answered as they arose. He said the 2019-2020 audit would need to be done by another agency and that he would be happy to assist in helping to find someone.
5. Holiday gate schedule: Inform Board of holiday drive in gate opening schedule. The gates will need to be opened and closed on the following holidays: Christmas Day-Wednesday 12/25/2019, Saturday-12/28/2019, Sunday-12/29/2019 and New Year's Day-1/1/2020. Stan Palm and Wesley Carlson volunteered to take care of these dates. Stan Palm will open the gates and Wesley Carlson will close the gates.

ACCOUNT BALANCES, INCOME, and EXPENSES: please see *Profit & Loss, Balance, Deposit, & Check Detail* reports for the month of **October 2019 and November 2019.**

BILLS FOR APPROVAL: Review all bills and sign checks for the period **December 1, 2019 through December 10, 2019.** A motion was made by Wesley Carlson to approve all bills and sign all checks for this period. Second by Janet Larson. All in favor. Motion carried.

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

ADJOURN: There being no further business and upon motion made by Janet Larson, second by Wesley Carlson. All in favor. Motion carried to adjourn at 3:26 PM.

Chairperson, Stan Palm

ATTEST _____
Secretary-Wesley Carlson

AGENDA

The regular monthly Board of Trustee meeting is held on January 28, 2019 at 1:00 PM in the office of the Kingsburg Cemetery District.

CALL TO ORDER:

ROLL CALL:

PUBLIC INPUT:

READING OF MINUTES:

CORRESPONDENCE:

OLD BUSINESS:

1. Fresno County Treasury and Bank of America accounts: Inform Board of amounts in these accounts.
2. Abandoned spaces in old ground: Discuss next phase of process.
3. Undeveloped property: Discuss ideas to develop property.
4. Accounts at Thiesen & Dueker: Update Board on these accounts.

NEW BUSINESS:

1. Board member announcement: Board member will make an announcement to the Board.
2. Board officer election: The Board will elect it's officers for the year 2020.
3. 2019 Statement of Economic Interest (Form 700). Form 700 is due April 1, 2020: Inform Board.
4. Zinc flower vase cost increase: Slight cost increase to cemetery cost. Inform Board and consider increase to resale cost.
5. Board auditor: Recommend beginning search for next KCD auditor.
6. Thiesen & Dueker: Financial representative(s) will be present to meet the Board. Make recommendation and answer questions.
7. ARB diesel off road online reporting (DOORS): 2020 reporting is due March 1, 2020: Inform Board and hand copy of email.

ACCOUNT BALANCES, INCOME & EXPENSES: Please see *Profit & Loss, Balance, Sales by Item Summary, Deposit*, and *Check Detail* report for the month of **December 2019**.

BILLS FOR APPROVAL: Review all bills and sign checks for the period of **January 15, 2020 through January 28, 2020**.

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

ADJOURN:

Pre-Agenda: Inform Board of known items to be discussed at March 2019 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.
2. Undeveloped property: Continue discussion.
3. Update Board.

New Business:

Burials & Space purchases since last Board meeting:

BURIALS: 9

Gloria Smith – (S) – (18-32)
Moses Pena – (C-1) – (23-115)
Guadalupe Hernandez – (S) – (20-120)
Clifford Wiens – (C-1) – (20-164)
LaWanda (Wanda) Clark – (C-2) – (14-486)
Daniel J. Sellers – (c-1) – (13-447)
Christina Lue Cashion – (c-1) – (14-108)
James Ford – (S) – (12-560)
Oliver Jackson – (S) – 13-457)

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

(S)=STD

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

(I)=Infant

SPACE PURCHASES: 4

Blanca Pena – 1
Mary Ann Hill - 1
Laura Wiens – 1
James & Judith Myers - 1

Relocate: 0

Disinterments: 0

Space releases back to KCD: 0

Space trades: 1