**KINGSBURG CEMETERY DISTRICT**

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

**MINUTES**

The regular monthly Board of Trustee meeting met on June 23, 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, Vice Chairperson Tamara Jackson, Superintendent Carmen Rojas, Jr. and Administrative Secretary Tracey Lyons Nunez.

**PUBLIC INPUT:** None

**MINUTES** of the April 28, 2020 meeting were read by Tracey Nunez. Wesley Carlson had corrections made after the reading. Motion to approve the minutes was made by Wesley Carlson. Second by Stan Pam. All in favor. Motion carried.

**CORRESPONDENCE:** None

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

1. Covid 19: Update Board on precautions. New rules from County of Fresno-Department of Public Health were received dated May 29, 2020. These rules were specifically for Funeral Directors and Cemeteries. Also received from State of California-California Department of Public Health dated June 18, 2020 was a guidance with must wear rules pertaining to face mask coverings. The rules KCD has implemented were updated from these accordingly. Copies of all three of these “publications” are made available to the public and copies are given to anyone scheduling a service.
2. Board member compensation: Update. The annual compensation limit before needing to be reported to IRS for Board members used to be $500.00. It is now $600.00.

**OLD BUSINESS:**

1. County Treasury and Bank of America accounts: Inform Board of amounts in these accounts. Fresno County Treasury has a balance of $974,516.73. This includes the amount of $94,223.65 that was received in April 2020 and $36,615.19 received in May 2020 from Fresno County and the withdrawal of $40,000.00 that was deposited to the B of A checking account. The current balance in the Bank of America Enhancement account as of May 31, 2020 is $514,424.28. Bank of America checking account has a balance of $37,823.84. This includes $20,000.00 that will be transferred soon to the Enhancement account. This would leave the account balance at $17,823.84. Superintendent requested a transfer of $25,000.00. A motion was made by Stan Palm to transfer $40,000.00 from the County of Fresno account to the B of A checking account. There was no second. A motion was made by Wesley Carlson to transfer $25,000.00 from the County of Fresno account to the B of A checking account. Second by Tamara Jackson. All in favor. Motion carried.

**NEW BUSINESS:**

1. District Auditor: Inform Board of quote amounts for the next audit. After several phone calls, Superintendent never heard back from Max Sanborn for any suggestions of auditors he would recommend. Superintendent called cemeteries in Reedley, Sanger, Parlier, Fowler, Selma, Madera and Washington Colony. All except Madera had previously used Sanborn as their auditor. Madera had used Monty Schultz, but he is not accepting new clients. Superintendent also contacted Wayne T. Otta, Sandra Helm and Cates & Company, but none of these do Special District audits. Some of the cemeteries made recommendations and the Superintendent contacted them. Four of those firms that Superintendent contacted sent in proposals and prices to do the audit for KCD. They are as follows: R T Dennis, CPA (Rancho Cucamonga) – One year $4,900.00; David Farnsworth, CPA (Dublin)- One year engagement not to exceed $8,934.00; Christy Tyler-Cooper, CPA of Jacobson & Jarvis (LaVerne) – 1st year $5,580.00; Nancy J. Ramos, CPA of Hills, Renaut, Homen & Hughes (Fresno) - $11,000.00. Superintendent was instructed by the Board to contact the references for R T Dennis and Christy Tyler-Cooper to verify validity and competency.
2. Conflict of Interest Code: Review code and make recommendation to Board. Board received copies prior to meeting of current Conflict of Interest Code. KCD is required to review biannually. The last update by Fair Political Practices Commission was in 2016. The series of questions that qualify if an update/amendment is needed is quantified by a “yes” answer to a series of questions. KCD answers no to all of them. No amendment would need to be done for 2 years after accepted submission. Wesley Carlson pointed out that a 45-day posting needs to be done for the public and the employees. This will be done and posted with an expiration date of August 7, 2020. KCD staff to handle this. Will re-visit this at the August 2020 Board meeting.
3. 2020/2021 fiscal year budget: Discuss budget and make recommendations. After lengthy discussion and opinions on how to go forward with the budget, it was decided KCD staff would use the 2019/2020 figures to construct a budget proposal for 2020/2021. That proposed budget shall be sent ASAP prior to the July 2020 meeting. This will be discussed at the July 2020 meeting. The final budget is due at Fresno County office of Oscar J. Garcia, CPA Auditor-Controller/Treasurer-Tax Collector by September 1, 2020.
4. County of Fresno-Signature Data Sheet: Sign for 2020/2021. This is an annual form for signatures required by County of Fresno. All Board members and staff signed at the appropriate signature places and Superintendent will hand deliver to the County of Fresno office to be placed on file there.

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

1. Wesley Carlson: Inquired about public announcement system. Asked what KCD staff does if a customer asks if we (KCD) has one? The answer was that KCD does not have a PA system and they are directed to their funeral home for that.
2. Stan Palm: None
3. Tamara Jackson: Discussed on budget and work in general with the concern if more help was needed.

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

**BILLS FOR APPROVAL:** Review all bills and sign checks for the period **June 15, 2020 through June 23, 2020.** A motion was made by Stan Palm to approve all bills and sign all checks for this period. Second by Tamara Jackson. All in favor. Motion carried.

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

**ADJOURN:** There being no further business and upon motion made by Wesley Carlson, second by Tamara Jackson. All in favor. Motion carried to adjourn at 2:45 PM.

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Chairperson, Wesley Carlson Secretary-Stan Palm

**AGENDA**

The regular monthly Board of Trustee meeting is held on July 28, 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. Reserve Raisins Class Action Claim: Inform Board of amount received.

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

1. Equipment repairs: Inform Board of repairs and cost.
2. District equipment: Information for Board.
3. Group plan Covid relief: Inform Board of amount.

**OLD BUSINESS:**

1. Fresno County Treasury and Bank of America accounts: Inform Board of amounts in these accounts. Recommend transfer.
2. District auditor: Review auditor proposals to hire an auditor.
3. Covid-19: Update Board.

**NEW BUSINESS:**

1. 2020/2021 fiscal year budget: Board will review proposed budget. Recommend adopting.
2. Required training: Remind Board of training-AB1234 Ethics and AB1825 Harassment.

**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 **June 2020.**

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

**NEXT MEETING:** Will be held on August 25, 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: 3**  **SPACE PURCHASES: 6**

Enedina Herrera – (C-2) – (14-379) Gail DeMoss – 1

Henry Ahlstrand – (Giant c-R1-S1) – (14-532) Mary Griffin – 1

Josephine Weston – (S) – (20-167) John Weston – 1

 Jose & Mary Ann Carrasco – 1

 Robert & Gloria Vogt - 1

(C-1or 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**