**KINGSBURG CEMETERY DISTRICT**

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

**MINUTES**

The regular monthly Board of Trustee meeting met on February 23, 2021 at 1:00 PM at 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 January 26, 2021 meeting were read by Tracey Nunez. Motion to approve the minutes was made by Tamara Jackson. Second by Wesley Carlson. All in favor. Motion carried.

**CORRESPONDENCE:**

1. CSDA Board of Directors call for nominations Seat A: Ask Board if they will nominate or be nominated for this election. After discussion. No interest from the Board.
2. CAPC Board election: Discuss casting vote from Kingsburg Cemetery District for this election. A letter was sent to the Board from CAPC regarding the election. There are 5 seats open with one candidate for each seat. After discussion, the Board said to place one vote for each candidate.

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

1. District audit: Update Board. Superintendent talked to Rob Dennis about the acceptability of combining two audit years (2018-19 & 2019-20) into one report. Mr. Dennis said that sometimes multiple years have been done and it is acceptable, and that each year is identified separately within the report. Mr. Dennis has sent another draft to look at and approve or make suggestions and/or corrections.
2. Form 700 due April 1, 2021: Remind Board. Superintendent reminded Board of due date. All filers have now turned in their Form 700 for 2020. Regarding the empty seat on the KCD Board, Superintendent told the Board he has not been told of anyone filing an application. Each Board member said they had talked to at least one person about filling the position. They expressed they will continue to pursue any contacts that may come up.

**OLD BUSINESS:**

1. County Treasury and Bank of America accounts: Inform Board of amounts in these accounts. Fresno County Treasury has a balance of $1,075,316.69 after receiving $23,577.92 in January 2021 from the County (property tax and interest). Bank of America Enhancement account has a balance of $580,464.81. This includes $4.81 in interest from B of A for January 2021. The B of A checking account has a current balance of $42,303.69. No transfer is needed.
2. Administrative Secretary position: Discussion with Board. Secretary said she does plan to retire but no date has been selected as of now. Board expressed hope that there will be plenty of time for a new secretary to be trained. Secretary assured them that within her power, she will give ample notice of at least four to five weeks when she knows it is time to leave KCD.

**NEW BUSINESS:**

1. Zoom meeting with financial advisors from ThiesenDueker: Advisors to make recommendations to Board. Zoom link did not work. Went to a telephone conference call. There will be three CD’s that mature this year and ThiesenDueker will make recommendations for reinvestment. There are some accounts that need to be reallocated to be compliant. Recommendations will also be made for these. Documents will be sent from ThiesenDueker to KCD with recommendations. Information only. No action taken.
2. Septic tank: Inform Board of issue and cost to replace. The metal septic tank for the bathrooms by the north storage and maintenance yard collapsed. Those bathrooms were built in 1947. Superintendent talked to some businesses about replacement costs. Board wants Superintendent to talk to some more Board suggested that prevailing wage will/may have to be considered and for Superintendent to go to Kingsburg City Hall to see what permits/legalities have to be done if any.
3. Enhancement account: Discuss the continuation of deposits for this account. Following discussion of continuing the same practice for the Enhancement account, the Board said to continue as is.
4. Covid-19: Superintendent to ask Board for guidance as to policy for employee leave. The Board discussed the current situation with an employee out due to Covid 19 positive test. Approval to pay for one week pay from KCD was agreed upon. After this employee needs to use his sick pay and if needed vacation pay until they can return to work. First full day out was 2/8/2021 with doctor’s order to stay home for two weeks due to spouse testing positive. Employee tested positive on 2/20/2021. Employee will need a doctor’s note allowing that they may return to work per the Board.
5. Gift for departing Board member: Discuss a gift for departing member. Superintendent will take monies collected from Board, Secretary and himself and purchase a gift card to give to departing Board member as a thank you.

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

1. Wesley Carlson: No further comments.
2. Tamara Jackson: She will be gone on vacation the next check signing day. Will come in the following working day in the morning to sign the checks.

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

**BILLS FOR APPROVAL:** Review all bills and sign checks for the period **February 15, 2021 through February 23, 2021.** A motion was made by Wesley Carlson 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 March 23, 2021 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 4:10 PM.

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Chairperson- Tamara Jackson Secretary- Wesley Carlson

**AGENDA**

The regular monthly Board of Trustee meeting is being held on April 27, 2021 at 1:00 PM in the office of the Kingsburg Cemetery District. There was no meeting held in March 2021.

**CALL TO ORDER;**

**ROLL CALL:**

**PUBLIC INPUT:**

**READING OF MINUTES:**

**CORRESPONDENCE:**

1. Past auditor: Inform Board of email received in regard to District’s past auditor.

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

**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.
2. Septic tank: Update Board.

**NEW BUSINESS:**

1. Phone conference with auditor. Auditor Rob Dennis to review district audits with Board.
2. Memorial Day service: Recommend holding a Memorial Day service and renting portable restrooms.

**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 **February & March 2021.**

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

**NEXT MEETING:** Will be held on June 22, 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:*

**BURIALS: 19** **SPACE PURCHASES: 12**

Richard DeMaris – (S) – (20-178) Juanita Alvarez - 1

Leo (Elias) Gonzales – (C-1\*) – (2 ½ - 26) Kristin Rose – 1 E/C only

Deanna Joyce Thiessen – (S) – (14-101) Danielle Flores - 1

Carolyn Kimbley – (c-2) – (12-82) Jose Manuel Gonzalez - 1

~~John H. Adams – (C-2) – (17-563)-~~ Postponed 3/19 to 4/23 Larry & Cathy Esajian - 1

Rolanda Helmey – (C-1\*) – (20-174) C David W. & Janice Englebright - 1

Linda Luevanos – (c-w/infant 62” crypt) – (19-229) Cindy Ayala - 1

Marilyn Larson Fryer – (S) – (19-390) Mark Pinheiro – 1 E/C only

Eileen Haroldsen – (C-1\*) – (14-159) Martin S. Nahigian – 5

Juven Casas – (c-1) – (18-431) Troy Hess - 1

Edwin C. Bliss – (c-1) – (14-105)

Shirley Westerling – (S) – (21-151)

Frank Matsuoka – (c-1) – (22-257)

Paul R. Garcia – (S) – (22-145)

Janice Erickson – (C-1\*) – (19-687)

Gaylen Johnson – (c-1) – (17-614)

George J. Thiessen – (c-2) – (12-48)

Bettie Olson – (S) – (17-590)

John H. Adams – (C-2) – (17-563)

Lucile M. Turk – (c-2) – (17-76)

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

(S)=STD

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

(I)=Infant

**C = Covid**

**Relocate: 0**

**Disinterments: 0**

**Release of Transfer: 0**

**Space releases back to KCD: 0**

**Space trades: 0**