**KINGSBURG CEMETERY DISTRICT**

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

**MINUTES**

The regular monthly Board of Trustees met on December 7, 2021 at 1:00 PM in the office of the Kingsburg Cemetery District.

**MEETING** was called to order by Chairperson Tamara Jackson at 1:00 PM. Also present were Board members Secretary Wesley Carlson, Vice Chairperson Rick Carsey, Superintendent Carmen Rojas, Jr. and Administrative Secretary Tracey Lyons Nunez.

**PUBLIC INPUT:** None

**Minutes** of the October 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:**

None

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

1. Disinterment at Traver Cemetery: Update Board. The disinterment at the Traver Cemetery was re-scheduled to Friday, December 10, 2021. Would like to get started first thing in the morning at 7:30 AM. Superintendent asked Mr. Carsey if he would be available to haul the backhoe would be available and Mr. Carsey said that he would.
2. Employee return to work. Update Board. Employee has returned to work from hip surgery and is released to return on December 1, 2021 with no restrictions. The former employee that was replacing him worked his last day on Friday, November 12, 2021.
3. Conference: Inform Board. Board was given the information that there will be a conference in Seaside, CA on March 10 – 12, 2022. There was some interest, so Superintendent will revisit at the January 2022 meeting.
4. Grass pile: Inform Board. The grass pile clippings in the north maintenance yard were discovered smoldering. The grass was spread out in “yard” and watered down. It is now spread out in the undeveloped property. Superintendent asked grounds men to move out the grass clippings pile before it grows too large and not to wait to be instructed to do so.

**PLANNING WORKSHOP:** Board to discuss ideas and goals for future cemetery development.

1. Board to discuss ideas and goals for future cemetery development. Mr. Carsey said that he is still working on the plans and will bring to the next meeting. Mr, Carsey presented some revised plans and the Board reviewed this together. Mr. Carsey also brought “Site Plan Review Application” paperwork that is to be filled out for the City of Kingsburg to review and approve. Superintendent is to fill out the “Site Plan Review Application” and have ready at the next meeting. There was some discussion about having the Yard/Shop and the Office work done at the same time; pulling separate permits for each project.

**OLD BUSINESS:**

1. Fresno County Treasury and Bank of America accounts: Inform Board of amounts in these accounts. Recommend transfer. Fresno County Treasury account has a balance of $1,120,194.04. This is after deposits of $162.21 from the County and the withdrawal of $50,000.00 last month. Bank of America Enhancement account has a balance of $664,515.32. This is after a transfer deposit of $24,000.00 and interest of $5.32. The B of A checking account has a balance of $72,293.00. No transfer from the Fresno County account to B of A checking is necessary.
2. Signature card and credit card for Bank of America: Update Board. Superintendent just received the last signature card for the application and now will be going forward to send the signatures to the Bank of America representative. Superintendent is also still reviewing the sixty-nine-page application to get started with credit cards to be used at KCD and making corrections and marking questions to go over with a representative.

**NEW BUSINESS:**

1. Closed session: Board to go into closed session to review employee job performance evaluations and evaluate Superintendent. Evaluations and reviews were done and Board went back into open session.
2. Group health plan: Review group health plan options for 2022. Superintendent and Board discussed the plans sent by VanBeaurden. After lengthy discussion a motion was made by Wesley Carlson to continue with the same plan for health care that is currently in place. Second by Tamara Jackson. All in favor. Motion carried.
3. Cemetery employee salary increase: Superintendent to recommend salary increase for employees. Superintendent showed the Board the publication showing the Cost-of-Living Adjustment by Social Security for 2022 is 5.9%. There was discussion regarding the raise percentage as well as possibly developing a system to have all employees more in line with salaries related to the work they are performing, having tiers with stipulated pay ranges and having the performance reviews/possible raises being done on a fiscal year rather than calendar year were all discussed. A motion was made by Tamara Jackson to increase all KCD salaries by 5.9% effective January 1, 2022. Second by Rick Carsey. The other points of discussion will be revisited at the next meeting.
4. Gates for Christmas & New Year’s weekends: Discuss with Board. There was a brief discussion regarding holiday gate schedules. The Board used the chart provided and signed up to cover gates for the Christmas weekend (Friday-Saturday-Sunday) and the New Year weekend (Friday & Saturday).

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

1. Wesley Carlson: Merry Christmas.
2. Tamara Jackson: Merry Christmas.
3. Rick Carsey: Happy New Year.

**ACCOUNT BALANCES, INCOME, and EXPENSES:** please see ***Profit & Loss, Balance Sheet, Sales by Item Summary, Deposit Detail,*** **&** ***Check Detail*** reports for the month of **October and November 2021.**

**BILLS FOR APPROVAL:** Review all bills and sign checks for the period **December 1, 2021 through December 7, 2021.** A motion was made by Tamara Jackson to pay all bills. Second by Wesley Carlson. All in favor. Motion carried.

**NEXT MEETING:** Will be held on January 25, 2022 at 1:00 PM.

**ADJOURN:** There being no further business, a motion was made by Wesley Carlson to adjourn the meeting. Second by Tamara Jackson. All in favor. Motion carried to adjourn at 3:30 PM.

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Vice Chairperson-Rick Carsey Secretary-Wesley Carlson

**AGENDA**

The regular monthly Board of Trustee meeting is being held on January 25, 2022, at 1:00 PM in the office of the Kingsburg Cemetery District.

**CALL TO ORDER:**

**ROLL CALL:**

**PUBLIC INPUT:**

**READING OF MINUTES:**

**CORRESPONDENCE:**

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

1. Disinterment at Traver Cemetery completed: Update Board.
2. Bank of America signature card: Update Board of new cost.
3. Group health plan: Update Board of new cost.

**PLANNING WORKSHOP:** Board to discuss ideas and goals for future cemetery development.

1. Continue Board discussion on 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. Recommend transfer.

**NEW BUSINESS:**

1. Elect Board officers: Elect officers for 2022.
2. February Board Meeting: Recommend moving to Tuesday, February 15, 2022.
3. 2021 Form 700: Form 700 is due April 1, 2022. Inform Board and hand out copies.
4. Lowering device: Inform Board and recommend replacing.
5. SB1383: Inform Board of this bill.
6. Salary tier: Discuss salary tier.
7. Performance evaluations/wage increase to fiscal year: Discuss.
8. Employee announcement: Information for Board.

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

1. Wesley Carlson:
2. Tamara Jackson:
3. Rick Carsey:

**ACCOUNT BALANCES, INCOME, and EXPENSES:** please see ***Profit & Loss, Balance Sheet, Sales by Item Summary, Deposit Detail,*** **&** ***Check Detail*** reports for the months of **December 2021.**

**BILLS FOR APPROVAL:** Review all bills and sign checks for the period **January 15, 2022 through January 25, 2022.**

**NEXT MEETING:** Will be held on February 22, 2022 at 1:00 PM.

**ADJOURN:**

**Pre-Agenda:** Inform Board of known items to be discussed at February 2022

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: 21** **SPACE PURCHASES: 16**

Doris Freeeman – (S) – (23-45) Patrick O’Donnell - 1

Ricardo Malonado – (S) – (22-330) Barbara Gehrett - 1

Grace Masters – (c-1) - (17-24) Patty Tijerina - 1

Rosa Herrera – (S) – (22-235) Mark Freed 2 (old grounds)

Irene Perez – (C-1\*) – (17-515) Eva Bradford - 1

Tom Reinhart – (c-1) – (19 1/2 -7) Renee Aguilar - 1

Marie B. Brott – (S) – (19 ½-17) Esperanza Muro - 1

David Brott – (Urn in Casket) – 19 ½-17) Adalia Sanchez - 5

Barbara Gillett – (S) – (17-175) Epifania Lujan – 1 (old grounds)

Patricia Pimentel – (C-2\*) – (14-365) Marlin & Janice Fridolfs - 2

Luis Martin Rodriquez – (S) – (23-232)

Douglas Nolte – (S) – (23-148)

Betty Ruegge – (S) – (6-266)

Deborah Cura – (S) - (22-331)

Mary Harkin – (S) – (5 ½-49)

Juanita Nystrom – (c-1) – (12 ½-75)

James Bradford – (C-1\*) – (23-271)

Joan Johnston – (c-1) – (14-73)

Grace Garza – (C-1\*) – (17-346)

Leland Pendola – (C-1\*) – (13-249)

Manuel Cortez Franco – (S) – (23-291)

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

(S)=STD

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

(I)=Infant

**C = Covid**

**Relocate: 0**

**Disinterments: 1 in Traver**

**Release of Transfer: 0**

**Space releases back to KCD:**

**Space trades: 0**

**Services cancelled: 0**