**KINGSBURG CEMETERY DISTRICT**

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

**MINUTES**

The regular monthly Board of Trustee meeting met on December 8, 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 Vice Chairperson Tamara Jackson, Superintendent Carmen Rojas, Jr. and Administrative Secretary Tracey Lyons Nunez. Secretary Stan Palm was absent.

**PUBLIC INPUT:** None

**MINUTES** of the October 27, 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. Pesticide permit: Recommend signing “Letter of Authorization” and “Letter of Authorization for Business Name” to renew Operator Identification Number. Superintendent showed the Board the correspondence received from the County of Fresno-Department of Agriculture. The letter contained two forms that need to be completed and needed the signature of the Board President. President Wesley Carlson signed the forms (as he did two years ago when he was president). They will be emailed back to Fresno County.

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

1. Disinterment: Update Board. The disinterment was done October 29, 2020. Everything went well. The casket was in really good shape. Two directors from Salser & Dillard Creighton were present as the crypt was removed from the grave. The casket was removed from the crypt using the cemetery backhoe. Van Cleve Concrete Products hauled away the crypt for disposal.
2. Sand in faucets: Update Board. Sand is still very prevalent in the water from the faucets. Superintendent will pull west side irrigation filter to see if it has sand. If no sand is found there, it could be the new well. If that is the case, then the pump installer, John Woodcock, would be called to investigate.
3. District audit: Update Board. The current 2019-2020 audit was started by the new auditor-Robert Dennis. David Bruner spent a day at KCD in the office compiling information needed on November 19, 2020. Mr. Dennis called and said he could not get the schedule of depreciation he needed from Max Sanborn. Superintendent called Sanborn but after not receiving the report, drove to Reedley to Sanborn’s office and got the paper(s) that were needed. Mr. Dennis called again on December 7, 2020 and informed Superintendent that Sanborn & Sanborn no longer had a valid CPA license. The California Board of Accountancy had revoked both licenses (Kelly Max Sanborn CPA 23329 and Sanborn and Sanborn Accountants COR 2421) as of April 29, 2019. This means the audit for 2019/2020 would be invalid. Therefore, the current audit (2019/2020) is on hold until the previous audit (2018/2019) is re-done. Superintendent contacted the CBA and Shawna returned the call confirming that the two licenses were indeed revoked April 29, 2019 and therefore the KCD audit for 2018/2019 would be invalid and have to be redone. Mr. Dennis said his firm could do that and may be able to do this for a little less money if some of the work done previously for that audit could be used. Superintendent call Mr. Sanborn. After being told KCD had learned the audit was invalid Mr. Sanborn was defensive and said it should be fine. After that, he did not speak anymore. The Board recommended getting the prior audit done with Mr. Dennis doing so. Then, moving forward with the current audit to completion. Information only. No action taken.

**OLD BUSINESS:**

1. Fresno County Treasury and Bank of America accounts: Inform Board of amounts in these accounts. Fresno County Treasury has a balance of $924,206.29 after last month’s withdrawal of $20,000.00 and receiving $610.64 for October 2020 and $0.00 for November 2020 from the County. Bank of America Enhancement account has a balance of $556,455.34. This includes a deposit for interest from B of A in the amount of $4.71 for October 2020 and $4.56 for November 2020. The B of A checking account has a current balance of $36,889.67. A transfer was recommended by Superintendent of $35,000.00 since there will not be a meeting until end of January 2021. Wesley Carlson made a motion to transfer $35,000.00 from Fresno County Treasury account to the Bank of America checking account. Second by Tamara Jackson. All in favor. Motion carried.

**NEW BUSINESS:**

1. Review group health plan quotes for 2021. Superintendent recommended that the group health plan through Van Beurden remain the same for 2021 as it has been in 2020. The cost actually has a slight decrease of 1.5%. Wesley Carlson made a motion to approve renewal of the same group plan for 2021. Second by Tamara Jackson. All in favor. Motion carried.
2. Salary increase: Recommend for employees. The last pay increase was January 1, 2019. The COLA for 2021 was 1.6% for 2020 and 1.3% for 2021. Superintendent recommended a 2% increase effective January 1, 2021. After some discussion, Tamara Jackson made a motion for a 2% pay increase, effective January 1, 2021. Second by Wesley Carlson. All in favor. Motion carried.
3. Covid-19: Review rules with Board. Superintendent explained that KCD is keeping current on County and State recommendations. KCD has had many, many inquiries as to our policies on visitation and rules. KCD is keeping the public, families planning services, companies doing business at the cemetery and employees informed of the ever-changing rules. There have been no complaints.
4. Gate opening & closing for Christmas and New Year’s holidays: Ask Board if they would like to help (if allowed). There will be four days during the Christmas and New Year’s holidays to open the gates when staff is not present. The dates are December 25, 26 & 27, 2020 as well as January 1, 2021. Wesley Carlson said he would close the gates each of those days. Superintendent will ask Stan Palm if he wants to open the gates those mornings. If he can’t, then the employees will sign up to do so.

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

1. Wesley Carlson: None.
2. Stan Palm: None
3. Tamara Jackson: None

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

**BILLS FOR APPROVAL:** Review all bills and sign checks for the period **December 1, 2020 through December 8, 2020.** A motion was made by Tamara Jackson to approve all bills and sign all checks for this period. Second by Wesley Carlson. All in favor. Motion carried.

**NEXT MEETING:** Will be held on January 26, 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 2:34 PM.

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Chairperson, Wesley Carlson Vice Chairperson, Tamara Jackson

**AGENDA**

The regular monthly Board of Trustee meeting is being held on January 26, 2021 at 1:00 PM in the office of the Kingsburg Cemetery District.

**CALL TO ORDER:**

**ROLL CALL:**

**PUBLIC INPUT:**

**READING OF MINUTES:**

**CORRESPONDENCE:**

1. Annual Statement of Economic Interest, Form 700: Due April 1, 2021. Inform Board.

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

1. District audit: Update Board.
2. Covid-19: Update Board.

**OLD BUSINESS:**

1. Fresno County Treasury and Bank of America accounts: Inform Board of amounts in these accounts. Recommend transfer.
2. 10/9/2019 incident on cemetery grounds: Update Board.

**NEW BUSINESS:**

1. Loss Prevention reimbursement (SDRMA): Inform Board of amount.
2. Board officers: Board will elect officers for the new year 2021.
3. Zinc vase cost to increase: Recommend KCD adjust resale cost to cover increase.

**BOARD COMMENTS:** 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, and EXPENSES:** please see ***Profit & Loss, Balance, Deposit,*** **&** ***Check Detail*** reports for the month of **December 2020.**

**BILLS FOR APPROVAL:** Review all bills and sign checks for the period **January 15, 2021 through January 26, 2021.**

**NEXT MEETING:** Will be held on February 23, 2021 at 1:00 PM.

**ADJOURN:**

**Pre-Agenda:** Inform Board of known items to be discussed at January 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: 29** **SPACE PURCHASES: 13**

Robert Licon – (C-1\*) – (22-121) C Boyd Dean Sr. & Ronda Gail Moore – 1

Clytie Huckabay – (C-2) – (1 ½ -40) Don & Sylvia Johnson–1 (also see below)

Bennie Wolfington – (c-1) – (18-375) Evelyn Workman - 1

Donald Workman – (C-1\*) – (20-57) C Rita Perez - 1

Raymond Perez – (C-1\*) – (17-231) Juanita Alvarez - 1

Lorenzo Alvarez – (C-1\*) – (20-168) Irma Garcia – 3 (E/C only)

Gumecindo Garcia – (c-2) – (19 3/4-61) Gilbert Rodriguez - 1

Alfred Silva – (c-1) – (12-20) Delia Shields - 1

Josefina Rojas – (C-1\*) – (23-71) C Ben & Pauline Perez - 1

Muriel Williams – (C-1\*)) – (2 ½-3) Rebecca Martinez - 1

Marilyn A. Hanson – (c-1) – (17-75) Anna Williams - 1

William Stewart – (C-1\*) – (23-208) Olga Gutierrez - 1

Stanley Barros – (c-1) – (23-90) C Sherill Fink - 1

Edward Jourdan – (c-1) – (13-213) Dyan &/or Miguel Ruelas - 1

Audrey Jourdan – (c-2) – (13-213)

Robert W. Wasson – (c-1) – (14-277)

Gladys B. Wasson – (c-1) – (14-277)

Christopher A. Martinez, Sr. (C-1\*) – (17-442) C

Domingo G. Amaro – (c-1) – (20-703)

Alexander Sanchez – (c-1) – (22-152)

Kathryn S. Oliver – (C-2\*) – (18-399)

Mary-Carol Larson – (C-2) – (5 ½-33) C

Vera Hernandez – (C-2) – (14-269) C

Eleanor Santos – (C-1\*) – (23-245)

Teresa Fink – (c-1) – (12-45)

Arturo Reyna – (S) – (23-66)

~~Gilbert Rodriguez – (S) – (17-288) C cancelled 1/13/2021~~

Ruby Arnst – (S) – (17-606) C

Donn Derfelt – (C-2) – (19 ½32) C

Donna Grass – (S) – (17-396)

(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:** Jeanne McManus to Dana McManus 17-255

**Space releases back to KCD: 1-** Nancy Bolton Williams – 17-442

**Space trades: 3 -** Don & Sylvia Johnson - Traded 23-136 for F-22-5

Ronald & Loretta Snedegar – Traded 17-288 & 289 for D-44-2 & 3