**KINGSBURG CEMETERY DISTRICT**

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

**MINUTES**

The regular monthly Board of Trustees met on January 25, 2022, at 1:00 PM in the office of the Kingsburg Cemetery District.

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

**PUBLIC INPUT:** None

**Minutes** of the December 7, 2021 meeting were not read out loud. Motion to approve the minutes was made by Wesley Carlson. Second by Rick Carsey. 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 done on December 10, 2021. All went well and cremains were found. Thank you to Rick Carsey for his help transporting the Case tractor to the Traver Cemetery. They were also shown pictures.
2. Bank of America signature card: Update Board. Superintendent presented the letter from Bank of America detailing what was still needed. The Board was also shown what was sent back to B of A.
3. Group health plan: Update Board of new cost. A dependent has been removed from the company health plan. This will reduce the premium by $396.78 per month / $4,761.36 per year.
4. Office equipment replaced: Inform Board. A new base computer for secretary’s desk had to be purchased and installed at a cost of $1,617.39.
5. A/C heater repaired: Inform Board. The heater was not working again, so Jeff Johnson was called. The repair necessary cost $420.00. The unit is dated 1997 and may need replacing if it continues to have problems.

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

1. Continue Board discussion on ideas and goals for future cemetery development. Discussed bidder’s options and site plan. Cost of curb and gutter for Mehlert and possible agreement with city of Kingsburg.

**OLD BUSINESS:**

1. Fresno County Treasury and Bank of America accounts: Inform Board of amounts in these accounts. Fresno County Treasury account has a balance of $1,286,126.66 after receiving $165,932.62 from Fresno County. Bank of America Enhancement account has a balance of $664,520.96. This is after a deposit of $5.64 in interest. The B of A checking account has a balance of $69,895.86. No transfer from the Fresno County account to B of A checking is necessary.

**NEW BUSINESS:**

1. Elect Board officers for 2022: The Board officers for 2022 will be Chairperson Wesley Carlson, Vice Chairperson Rick Carsey and Secretary Tamara Jackson. The motion was made by Wesley Carlson. Second by Rick Carsey. All in favor. Motion carried.
2. February Board Meeting: Recommend moving to Tuesday, February 15, 2022. After discussion a motion was made by Wesley Carlson to move the February 2022 meeting to Wednesday, February 16, 2022 at 1:00 PM. Second by Rick Carsey. All in favor. Motion carried.
3. 2021 Form 700: Form 700 is due April 1, 2022. Inform Board and hand out copies. Board members present were given blank 2021 copies of the Form 700 and informed the due date to return to the California Fair Political Practices Commission is April 1, 2022.
4. Lowering device: Inform Board and recommend replacing. Superintendent informed the Board that one of the lowering devices needs to be replaced. The estimated replacement cost is $3,966.30. A motion was made by Wesley Carlson to proceed with getting a new lowering devise. Second by Rick Carsey. All in favor. Motion carried.
5. SB1383: Inform Board of this bill. After a brief discussion the Board recommended to continue current practice as to the disposing of green waste. It was also said we need to discuss further at the next meeting. Continuation of Item 5 differed to next meeting.
6. Salary tier: Discuss salary tier. Item 6 differed to next meeting.
7. Performance evaluations/wage increase to fiscal year: Discuss. Item 7 differed to next meeting.
8. Employee announcement: Information for Board. Informed and showed the Board the employee’s letter of pending retirement. Last day to be May 31, 2022.

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

1. Wesley Carlson: None
2. Tamara Jackson: Absent
3. Rick Carsey: None

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

**BILLS FOR APPROVAL:** Review all bills and sign checks for the period **January 15, 2022 through January 25, 2022.** A motion was made by Wesley Carlson to pay all bills. Second by Rick Carsey. All in favor. Motion carried.

**NEXT MEETING:** Will be held on Wednesday, February 16, 2022 at 1:00 PM.

**ADJOURN:** There being no further business, a motion was made by Wesley Carlson to adjourn the meeting. Second by Rick Carsey. All in favor. Motion carried to adjourn at 2:10 PM.

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Chairperson- Wesley Carlson Secretary-Tamara Jackson

**AGENDA**

The regular monthly Board of Trustee meeting is being held on February 17, 2022, at 2:00 PM in the office of the Kingsburg Cemetery District.

**CALL TO ORDER:**

**ROLL CALL:**

**PUBLIC INPUT:**

**READING OF MINUTES:**

**CORRESPONDENCE:**

1. CSDA: Special District Board member handbook: Inform Board.
2. Letter from public member to Board member: Discuss special request.

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

**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.
2. Administrative Secretary: Open position and starting salary.
3. Salary tier: Discuss salary tier. Continuation of item. Was differed from previous meeting.
4. Performance evaluations/wage increase to fiscal year: To run with fiscal year. Continuation of item. Was differed from previous meeting.
5. SB1383: Inform Board of this bill. Continuation of item. Was differed from previous meeting.
6. Form 700: Remind Board form is due by April 1, 2022.

**NEW BUSINESS:**

1. Agreement with Tulare County: Indigent burial agreement to expire in June 2022. Recommend renewing with update.

**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 **January 2022.**

**BILLS FOR APPROVAL:** Review all bills and sign checks for the period **February 15, 2022 through February 17, 2022.**

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

**ADJOURN:**

**Pre-Agenda:** Inform Board of known items to be discussed at March 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: 14** **SPACE PURCHASES: 3**

Jesse R. Aguirre – (S) – (23-336) Luis Alonzo Herrera Jr. – 1

Colleen Jackson – (C-1\*) – (22-260) Steven Herrera – 1

Dan McIntyre – (c-1) – (17-408) Summer Rea – E/C only

Ronald O. Lyons – (c-2) – (20-54) Martha Andrade - 1

Rollin F. Harlow – (c-1) – (17-180)

Mike DeLaCruz – (c-1) – (18-424)

Hilda Warren – (S) – (21-46)

Mark Rea – (S) – (D-20-1)

Arlan Haroldsen – (C-2\*)

Eloise C. Wight – (C-2\*) – (14-168)

George Montross, Jr. – (c-1) – (19-271)

Tom Nordstrom – (C-1\*) – (23-359)

Robert Ortiz – (C-1\*) – (22-120)

Norine March – (C-2\*) – (23-38)

(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: (1)** Rebecca Harlow-Block 17- Space 179 (KCD paid her $350.00)

 **(5)** Reba Gray-Block 13 – Spaces 118, 177, 178, 179 & 180 ((KCD paid her $325.00)

**Space trades: 0**

**Services cancelled: 0**

**Transfer of Interest: (1)** William Jack Robison to Bonnie Robison – Block 23 Space 234 ($75.00 paid for transfer fee)