**KINGSBURG CEMETERY DISTRICT**

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

**MINUTES**

The regular monthly Board of Trustee meeting met on October 27, 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, Secretary Stan Palm, Superintendent Carmen Rojas, Jr. and Administrative Secretary Tracey Lyons Nunez.

**PUBLIC INPUT:** None

**MINUTES** of the September 22, 2020 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. Covid 19: Update for Board. Covid-19 is basically still being treated the same here at the cemetery. Emails are being received regarding Covid-19 and are being read and filed. SB1383 goes into effect January 1, 2021 and expands on how to react regarding an employee having Covid. Also, noteworthy that SDRMA (our worker’s compensation carrier) must be notified within three days of an employee reporting they have Covid. The SDRMA claims administrator is Sedgwick.
2. Disinterment: Inform Board regarding upcoming disinterment. There is a disinterment to take place Thursday, October 29, 2020. This disinterment was first brought up November 13, 2017 by the son of the decedent. The burial is a first companion. Salser & Dillard Creighton Chapel will take possession of the casket once it is removed. Reinterment will be at Santa Nella National Cemetery. Information only. Board recommends that son sign for the current headstone to be destroyed.
3. Abandoned burial plots: Update Board. As of now fourteen plots in the “old grounds” have been sold. Six of the fourteen names on “the list” have been contacted. Three have purchased the 14 plots, one is no longer interested and the other two have not gotten back to KCD. Secretary will continue to contact those interested parties on “the list” as time allows. Information only. No action taken.
4. Audit: Update Board. Superintendent again contacted the auditor, Rob Dennis, and asked about the status of the audit. Mr. Dennis said he still has not heard back from Sanborn & Sanborn regarding information he needs and has previously requested. 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 $943,595.65 after last month’s withdrawal of $12,000.00 and receiving $7,477.47 from the County. Bank of America Enhancement account has a balance of $556,446.07. This includes the transferred amount of $22,000.00 from the B of A checking and a deposit for interest from B of A in the amount of $4.38 for September 2020. The B of A checking account has a current balance of $47,643.10. This reflects the $22,000.00 that was transferred out to the B of A Enhancement account. A transfer was recommended by Superintendent of $20,000.00 since there may not be a meeting until December 2020. Wesley Carlson made a motion to transfer $20,000.00 from Fresno County Treasury account to the Bank of America checking account. Second by Tamara Jackson. All in favor. Motion carried.
2. Sand in faucets: Update Board. Sand continues to be a problem in the faucets. Superintendent showed photos of the drip system filter full of sand to the Board. Information only. No action taken.

**NEW BUSINESS:**

1. Closed session: Board reviewed employee performance evaluations and evaluated Superintendent’s performance. Board back to open session.
2. ThiesenDueker: Board to review year to date report of accounts. Phone conference with ThiesenDueker. The Board said they did not have any questions for the ThiesenDueker representative, Peter Vang. The Board asked Superintendent to call Mr. Vang and thank him for the reports and being available for the meeting.
3. November-December 2020 Board meeting: Recommend combining these meetings as one in early December 2020. After a brief discussion, a motion was made by Tamara Jackson to combine the November 2020 and December 2020 Board meetings and that the meeting be held December 8, 2020 at 1:00 pm. Second was made by Wesley Carlson. All in favor. Motion carried.
4. California Association of Public Cemeteries (CAPC) Board: Ask Board if any member would like to serve on CAPC Board. Superintendent told the Board that he had received a phone call from Mike Sheldon of Riverview Cemetery District asking if any of our Board members may be interested in serving on the Board for CAPC. Mr. Sheldon is a Board member on that Board. All Board members from KCD Board declined the offer. Superintendent will inform Mr. Sheldon of the responses.

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

1. Wesley Carlson: Spoke with Chris Peterson and she had three concerns. 1. Why there are no benches at KCD. 2. She would like to see a pavilion in the new development at KCD like there is at the Reedley Cemetery. 3. Why are there no Saturday services at KCD.
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 **September 2020.**

**BILLS FOR APPROVAL:** Review all bills and sign checks for the period **October 15, 2020 through October 22, 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 December 8, 2020 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 3:20 PM.

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Chairperson, Wesley Carlson Secretary-Tamara Jackson

**AGENDA**

The regular monthly Board of Trustee meeting is being held on December 8, 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. Pesticide permit: Recommend signing “Letter of Authorization” and “Letter of Authorization for Business Name” to renew Operator Identification Number.

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

1. Disinterment: Update Board.
2. Sand in faucets: Update Board.
3. District audit: Update Board.

**OLD BUSINESS:**

1. Fresno County Treasury and Bank of America accounts: Inform Board of amounts in these accounts. Recommend transfer.

**NEW BUSINESS:**

1. Review group health plan quotes for 2021.
2. Salary increase: Recommend for employees.
3. Covid-19: Review rules with Board.
4. Gate opening & closing for Christmas and New Year’s holidays: Ask Board if they would like to help (if allowed).

**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 **October and November 2020.**

**BILLS FOR APPROVAL:** Review all bills and sign checks for the period **December 1, 2020 through December 8, 2020.**

**NEXT MEETING:** Will be held on January 26, 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: 12** **SPACE PURCHASES: 7**

John Hanaoka – (S) – (21-156) Rosalva Andrade - 2

Rafael Andrade – (S) – (20-128) Aaron Hershel Peterson – 1 (old)

James Paulsen – (C-2) – (17 ½- 1) Ramiro Morales - 1

Gladys Lee Ochoa – (C-1\*) – (23-202) Aaron Hershel Peterson – 1 (old)

Richard Rojas – (c-1) – (19-578) Judy Cuevas - 1

Beverly Holmskog – (c-2) – (12-3) Loyd Moore and/or Pamela Moore - 1

Kenneth Gary Crabtree – (c-1) – (18-98)

Lorraine Rayonez Morales – (S) – (23-73)

Gloria M. Mendes – (C-1) – (2 ½-24)

Helen Ohanesian – (S) – (14-4)

Jesse Glenn Pannell – (C-1\*) – (20-78)

John Manuel Tamayo – (c-1) – (20-60)

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

(S)=STD

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

(I)=Infant

**C = Covid**

**Relocate: 0**

**Disinterments: 1** (Margaret Taylor – C-1 from 22-349)

**Space releases back to KCD: 0**

**Space trades: 1** (Warren N. Sargent & Janet L. Sward-Sargent- Trade 17-231 for D-44-1)