**KINGSBURG CEMETERY DISTRICT**

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

**MINUTES**

The regular monthly Board of Trustees met on July 27, 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 was Board member Vice Chairperson Wesley Carlson, Superintendent Carmen Rojas, Jr. and Administrative Secretary Tracey Lyons Nunez.

**PUBLIC INPUT:** None

**Minutes** of the June 27, 2021 meeting were read by Tracey Nunez. Motion to approve the minutes after corrections was made by Wesley Carlson. Second by Tamara Jackson. All in favor. Motion carried.

**CORRESPONDENCE:**

1. Card of thanks: Show Board card received from member of the public. Showed Board thank you card received. No action taken.
2. CAPC education and area meetings: Inform Board of date and place to be held. Showed Board information about upcoming meeting. No interest from either Board member. No action taken.

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

1. Damaged gate and fence: All repair work completed. Update Board. Told Board all the work is completed and invoices paid by KCD. Those invoices have been sent to the responsible party’s insurance and a check will be sent to KCD for the costs incurred. No further action taken.
2. Open Board seat: Update Board. Superintendent contacted the Fresno County Board of Supervisors and was told the application has been received. The candidate will be appointed at their next meeting. No further action to be taken at this time.

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

 A motion to table this agenda item until the August 24, 2021 meeting was made by Wesley Carlson. Second by Tamara Jackson. All in favor. Motion carried.

**OLD BUSINESS:**

1. Fresno County Treasury and Bank of America accounts: Inform Board of amounts in these accounts. Recommend transfer. Fresno County Treasury has a balance of $1,166,710.16. The Enhancement account at Bank of America has a balance of $618,489.06 which includes a deposit of $5.01 from interest earned. The B of A checking account has a balance of $39,781.72. Superintendent recommended a transfer of $15,000.00. Wesley Carlson made a motion to transfer $15,000.00 from Fresno County Treasury account to the B of A checking account. Second by Tamara Jackson. All in favor. Motion carried.
2. Bank card use for cemetery: Update Board. Superintendent left message with Josh at Bank of America regarding Kingsburg Cemetery District getting an account set up to use credit and debit cards for purchases made at the cemetery. Superintendent is still waiting for a response. No action taken.
3. Payroll/Bookkeeper: Update Board. Superintendent has talked to Cates & Company. He has a meeting there on August 2, 2021 at 10:00 AM to discuss their company doing the payroll and accounts payable for KCD. Superintendent will also contact Steve Jones regarding the same.

**NEW BUSINESS:**

1. 2021/2022 Fiscal year budget: Review with board. Recommend adopting. The Board discussed the budget page by page. One recommendation for an increase to one account was made. It was decided to wait until next month’s meeting to adopt the budget. This will allow the new Board member to review and see if there is input from that person. Will revisit adopting the budget at the August meeting.
2. Cemetery fees: Recommend increase for services. Board to review and discuss. The Board reviewed the 25% fee increase schedule. The last increase for cemetery services was 1/1/2009. Wesley Carlson made a motion to adopt the new price increases as presented and make them effective October 1, 2021. Second by Tamara Jackson. All in favor. Motion carried.
3. Closed session: Superintendent will update Board of potential legal matter. The Board went into closed session. After update, the Board went back to open session. No action taken.
4. Fresno County Data Sheet: Recommend Board sign data sheet. The Board signed the new Data Sheet from Fresno County. Once the new Board member is appointed, their name will be added and they will also sign. The Superintendent will then take to the Fresno County office.

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

1. Wesley Carlson: None
2. Tamara Jackson: Personal issues may have an effect on her ability to come in to sign checks. It was decided there should be no problem handling any issues on this.

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

**BILLS FOR APPROVAL:** Review all bills and sign checks for the period **July 15, 2021 through July 27, 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 August 24, 2021 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 3:47 PM.

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Chairperson-Tamara Jackson Secretary-Wesley Carlson

**AGENDA**

The regular monthly Board of Trustee meeting is being held on August 24, 2021 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.

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

1. Discussion on development of north field for cemetery use.

**OLD BUSINESS:**

1. Fresno County Treasury and Bank of America accounts: Inform Board of amounts in these accounts. Recommend transfer.
2. 2021/2022 Fiscal year budget: Board to review and adopt.

**NEW BUSINESS:**

1. Damaged marker: Inform 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, Deposit,*** **&** ***Check Detail*** reports for the month of **July 2021.**

**BILLS FOR APPROVAL:** Review all bills and sign checks for the period **August 15, 2021 through August 24, 2021.**

**NEXT MEETING:** Will be held on September 28, 2021 at 1:00 PM.

**ADJOURN:**

**Pre-Agenda:** Inform Board of known items to be discussed at September 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: (24 working days)*

**BURIALS: 6** **SPACE PURCHASES: 10**

Carol May Prinz – (c-2) – (13-329) Edgar Cholico - 1

Jose Rivera – (c-1) – (12 ½-58) Jesus & Alejandrina Castellanos - 2

~~Evelyn Avedikian – (S) – (17-377~~ Tamara Jackson & Mary E. Maher – 1

Fabian Brandon Castellanos – (c-1) – (20-10) Timothy & Pamela McGee - 1

Mary F. Maher – (STD) – (B-20-2) Stanley Thiessen - 1

John McIntyre – (c-2) – (17-404) Adriana Gai - 1

~~Evelyn Avedikian – (S) – (17-377)~~ Karl & Sandra Dinwiddie – 3 (old)

Carolyn Silva – (c-1) – (19-456)

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

(S)=STD

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

(I)=Infant

**C = Covid**

**Relocate: 0**

**Disinterments:**

**Release of Transfer: 0**

**Space releases back to KCD:**

**Space trades:** 1 (From Pauline G. Nyberg)

**Services cancelled:** Evelyn Avedikian (twice!)