

KINGSBURG CEMETERY DISTRICT
P.O. Box 542, Kingsburg, CA 93631

MINUTES

The regular monthly Board of Trustee meeting met on June 25, 2019 at 1:00 PM at the office of the Kingsburg Cemetery District.

MEETING was called to order by Chairperson Stan Palm at 1:00 PM. Also present were Board members Vice-Chairperson Janet Larson, Superintendent Carmen Rojas, Jr. and Administrative Secretary Tracey Lyons Nunez. Secretary Wesley Carlson arrived at 1:13 PM.

PUBLIC INPUT: None

MINUTES of the April 23, 2019 meeting were read by Tracey Nunez. Motion to approve the minutes was made by Janet Larson. Second by Stan Palm. All in favor. Motion carried.

CORRESPONDENCE:

1. David Farnsworth CPA. – Mr. David Farnsworth sent email and mailed correspondence expressing interest in doing a bid to do the annual audit for Kingsburg Cemetery District. After discussion by Board it was decided that someone more local would continue to be used. This discussion also led to discussion that KCD needs to find an auditor for the 2019/2020 audit as required by law since Sanborn & Sanborn has done the past five years of audits. Superintendent will call Sanborn & Sanborn to inquire if there is another auditor there that could conduct the audit for this audit.
2. 2017/2018 Financial Report-Inform Board of letter received from Fresno county. Fresno County sent a letter stating that the audit from 2017/2018 had not yet been received and that the deadline was the end of June 2019. Superintendent call Sanborn & Sanborn and talked to Max Sanborn. Mr. Sanborn informed Superintendent that he was aware of this and would be sending the audit very soon; before the deadline. Information only. No action to be taken.

OLD BUSINESS:

1. County Treasury and Bank of America accounts: Inform Board of amounts in these accounts. Fresno County Treasury account received deposits of \$120,093.48 for April 2019 and \$13,452.53 for a total of \$133,546.01. A deduction of \$60,000.00 for a check distribution to KCD leaves a balance of \$848,429.09. The current balance in the Enhancement account is \$430,328.20. Bank of America checking account has a balance of \$29,570.21. A motion was made by Janet Larson to transfer \$30,000.00 from Fresno County Treasury account to the Bank of America checking account. Second by Wesley Carlson. All in favor. Motion carried.
2. Agreement with Tulare County: Update Board on agreement with Tulare County for indigent burial. Tulare County signed the agreement and returned a copy to Kingsburg Cemetery District. The contract is a three-year contract expiring June 30, 2022 for \$4,465.00 per fiscal year plus the cost of a vault as needed. Information only. No action taken.
3. SB929-District website: Update(s) on any new findings. Wesley Carson researched and found Streamline to be the most reasonable and informed website designer. They create and own the format but the content would belong to Kingsburg Cemetery District. Wesley Carlson will work with KCD Superintendent and Secretary to develop what is needed for website. Streamline would create a demo for staff. This demo, if adequate, would also be shown to the Board. Once website is adequate then the Board can adopt using Streamline. There would be an annual fee from Streamline of approximately \$1,000.00. At the beginning the website would contain only the legal minimum requirements. Once the website is up and running, perhaps more information and pictures could be added later. Information only. Action to be taken is that Wesley Carlson will work with staff on development.

4. Accounts at Morgan Stanley: Discuss options for moving accounts as required by Morgan Stanley. A check for \$1,260.00 was returned from Morgan Stanley. That check has been voided and will need to be re-issued once a new account for Endowment Care monies has been established. Superintendent said that as of May 31, 2019 at Morgan Stanley there is \$1,076,302.88 in the Endowment Care account and \$218,378.82 in the General Fund account. He also reported back to the Board some of the dates that they had requested. On July 1, 1973 the Board adopted a resolution to “establish and maintain an Endowment Care Fund” and it appears at that time the money was kept at the County of Fresno. In April of 1983 the secretary was instructed to contact Guarantee Savings for the earnings paid on an account over \$100,000.00. Shortly thereafter a motion was made at a Board meeting to buy a Freedom Certificate with the Endowment Care monies for a one-year contract paying 10% at Guarantee Savings. In February of 1987 a motion was made to move the investment from Guarantee Savings to Dean Whitter. Dean Whitter later became Morgan Stanley. Mr. Ivarie of Morgan Stanley reiterated that banks are “moving away from government entity business investments”. Fresno County is the easiest to move the investments to but there is no insurance protection with the County. Wesley Carlson will contact Thiessen/Dukker in Fresno to see what they would be able to do. Information given. Wesley Carlson to do follow up.
5. Fiscal year 2019/2020 draft budget: Board will review a draft budget for fiscal year 2019/2020. Board discussed the draft that was based through 6/5/2019 for figures. There was a lengthy discussion regarding perhaps budgeting for professional services in two areas. One for developing the property for future cemetery expansion and the other for the possibility of the well in the vicinity of the well that collapsed encountering problems. Wesley Carlson will contact someone to gather a figure on the cost of designing the new development. Superintendent will contact Bill at Reedley Cemetery to see who they used and get a price for their development phase. Wesley Carlson also added that according to the Health and Safety Code a public cemetery does not have to get bids for a project; however, it would be prudent to use that competitive process. Informal requests for proposal as opposed to hard bids could be done.
6. Wasp issue: Trees treated for wasp issue- Inform Board of final cost. The cost from Banner Pest Control was \$400.00. There have not been any wasps seen since the treatment was done. Information only. No action to be taken.
7. Special District Data Sheet: Board will sign data sheet for Fresno County. Superintendent had the Board sign the annual form from Fresno County that will be kept on file at Fresno County for signature approvals.

NEW BUSINESS:

1. Special Meeting Minutes for well: Read minutes and approve. Inform Board of details. These minutes were signed by Stan Palm and Wesley Carlson.
2. Adult offender work program (AOWP): Inform Board of AOWP lunch requirement. During a phone discussion between Superintendent and Officer Martinez, she informed Superintendent that the AOWP workers should not leave at lunch and always have a supervisor. After discussion the Board said to continue as we are currently doing until we receive something in writing.
3. SDRMA 2019 Board of Directors election: Board will consider all candidates and voting for this election. The Board discussed who they would vote for, selected three candidates and the ballot will be typed out and returned to SDRMA.
4. Police Activity at Kingsburg Cemetery District: Discussion. Two Board members expressed their infuriation that cemetery grounds were used as a “staging area” by law enforcement when executing search/arrest warrants around the cemetery area twice this year.

The following was discussed or mentioned: 1. Law enforcement officers were rude to Board member when he told/ordered officers to close 6th Avenue gate. 2. Cemetery avenues were blocked by law enforcement. 3. Police helicopter was flying over cemetery air space. 4. A Board member received five complaints. 5. One Board member not made aware of first “staging” earlier this year. 6. Suing law enforcement for this action.

The Superintendent informed the Board of the following: 1. Law enforcement officers were

polite and pleasant when he asked them a question with regards to how much longer they would be. Groundsmen reported that officers were polite and friendly towards them when police asked if 6th Avenue gate could be opened. Groundsmen complied and opened the gate for officers. 2. Cemetery avenues were not blocked by police. Cemetery staff and public were not denied access to any part of cemetery. Only 6th Avenue was closed to all by police. 3. Superintendent did not respond to helicopter circling over police activity area. 4. 100% (5) of complaints were received by one Board member. Cemetery office or other Board members did not report receiving any complaints. 5. Superintendent did not call or inform any Board member during or after any of these events. There were no funerals scheduled nor was there work stoppage for neither of these events. Employees were not nor did they feel they were in any danger. 6. Superintendent added nothing toward suing law enforcement for this action.

Third Board member did not agree with the other two Board members toward their thoughts of these events. This item was added to the agenda after the meeting was called to order as requested by member. Discussion only. No action taken.

ACCOUNT BALANCES, INCOME, and EXPENSES: please see *Profit & Loss, Balance, Deposit, & Check Detail* reports for the month of **March 2019**.

BILLS FOR APPROVAL: Review all bills and sign checks for the period of **June 15, 2019 through June 25, 2019**. A motion was made by Stan Palm 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 July 23, 2019 at 1:00 PM.

ADJOURN: There being no further business and upon motion made by Janet Larson, second by Wesley Carlson. Motion carried to adjourn at 3:24 PM.

Chairperson, Stan Palm

ATTEST _____
Secretary-Wesley Carlson

AGENDA

The regular monthly Board of Trustee meeting is held on July 23, 2019 at 1:00 PM in the office of the Kingsburg Cemetery District.

CALL TO ORDER:

ROLL CALL:

PUBLIC INPUT:

READING OF MINUTES:

CORRESPONDENCE:

OLD BUSINESS:

1. Fresno County Treasury and Bank of America accounts: Inform Board of amounts in these accounts. Recommend transfer.
2. SB929-District website: Update Board.
3. New water well invoices received: Inform Board of payment and how paid.
4. Accounts at Morgan Stanley: Discuss options for moving accounts.
5. Police action on cemetery grounds: Superintendent to ask Board if they wish to continue discussion.

NEW BUSINESS:

1. Cemetery F/Y 2019-2020 budget: Board will review budget and consider adopting.
2. CalPers invoice: Inform Board of invoice coming from CalPers.
3. Garden crypt and concrete urn supplier: Van Cleve Concrete Products will increase their prices to the cemetery as of July 1, 2019. Inform Board. Recommend increasing cemetery's retail price to cover increase.
4. Cemetery financial auditor: Inform Board number of years current auditor has audited cemetery's financial records.
5. Reedley Cemetery developing ground: Information for Board.
6. Fresno County Boards-Commissions and Committees electronic application: Information for Board.
7. Request for disinterment or partial disinterment: Inform Board.
8. Undeveloped field: Inform Board of citizen's offer.
9. Closed session: Personnel information for Board.

ACCOUNT BALANCES, INCOME & EXPENSES: Please see ***Profit & Loss, Balance, Sales by Item Summary, Deposit,*** and ***Check Detail*** report for the month **June 2019.**

BILLS FOR APPROVAL: Review all bills and sign checks for the period of **July 15, 2019 through July 23, 2019.**

NEXT MEETING: Will be held on August 27, 2019 at 1:00 PM.

ADJOURN:

Pre-Agenda: Inform Board of known items to be discussed at March 2019 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.
2. Continue discussion of accounts at Morgan Stanley.
3. Continue discussion of SB-929.

New Business:

1. Administrative Secretary: Board to review and discuss job description.

Burials & Space purchases since last Board meeting:

BURIALS: 8

Charles Elrod – (c-1) – (22-206)
Lois Elrod – (c-1) – (22-206)
Dale Bengtson - (S) (20-187)
Efrain Mares – (c-1) – (17-525)
Faith Vargas – (c-1) – (22-131)
Enzo Pereschica – (32" Infant) – (19 ¾-63)
Hazel Owens – (S) – (17-524)
Maxine Olson – (S) – (13-284)

SPACE PURCHASES: 3

Sheila Bengtson - 1
Ramiro Pereschica - 1
Elizabeth Hines - 1

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

(S)=STD

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

(I)=Infant

Relocate: 0

SPACE RELEASES BACK TO KCD: 0