**KINGSBURG CEMETERY DISTRICT**

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

**MINUTES**

The regular monthly Board of Trustee meeting met on January 26, 2021 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 was Board member Vice Chairperson Tamara Jackson, and Superintendent Carmen Rojas, Jr. Administrative Secretary Tracey Lyons Nunez did not attend the meeting. Secretary Stan Palm was absent; see Superintendent’s Report #3 below.

**PUBLIC INPUT:** None

**MINUTES** of the December 8, 2020 meeting were read by Carmen Rojas. Motion to approve the minutes was made by Wesley Carlson. Second by Tamara Jackson. All in favor. Motion carried.

**CORRESPONDENCE:**

1. Annual Statement of Economic Interest-Form 700: Inform Board. Superintendent informed the Board that Form 700 is due by April 1, 2021. Board members were given copies of their last Form 700 from 2019 for reference and a blank 2020 Form 700 to complete. Board was asked to return completed 2020 form to KCD to be copied for the Fair Political Practice Commission file and original will be mailed to the FPPC.

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

1. District audit: Update Board. Superintendent informed Board that he had called Rob Dennis (auditor) to see how the audits were progressing. Mr. Dennis has all the information needed to complete both audits (2018/2019 and 2019/2020). Mr. Dennis said that both audits will be combined into one report and a draft copy should be ready very soon. Board recommended that Mr. Dennis verify that combining two audits into one report is acceptable by the State, Fresno County, etc. Superintendent will call Mr. Dennis.
2. Covid-19: Update Board. KCD is still practicing the same protocol since the previous meeting in December 2020. No complaints from the public as to cemetery gates not being closed due to Covid. Superintendent received some thank yous for keeping the cemetery open. No action taken.
3. Board Member: To leave. On January 21, 2021 Stan Palm informed Superintendent that he has resigned as of January 4, 2021. Some discussion. No action taken.
4. Enhancement account: Information on account. Superintendent gave Board some information and there was some discussion on this account at Bank of America. No action taken.

**OLD BUSINESS:**

1. County Treasury and Bank of America accounts: Inform Board of amounts in these accounts. Fresno County Treasury has a balance of $1,051,738.77 after receiving $162,532.48 in December 2020 from the County (property tax and interest) and transferring $35,000.00 out to B of A checking in December 2020. Bank of America Enhancement account has a balance of $580,460.05. This includes a deposit of $24,000.00 transferred from B of A checking and $4.71 interest from B of A for December 2020. The B of A checking account has a current balance of $69,829.26. No transfer is needed.
2. 10/9/2019 Incident on cemetery grounds: Update Board. Superintendent informed Board that SDRMA and the insurance for the other car’s driver found “shared liability”. Each insurance company to pay 50%. SDRMA will pay $2,836.30. KCD will pay $1,000.00 deductible. Danny of SDRMA stated “no more claims can be made on this occurrence. We took care of it.” Information only. No action taken.

**NEW BUSINESS:**

1. Loss Prevention Reimbursement (SDRMA): Inform Board of amount. Superintendent informed the Board that KCD received a reimbursement from SDRMA for safety products purchased in the amount of $822.72. The purchases were for ear plugs, nitrile gloves, leather gloves, safety glasses, safety barriers, etc. Information only. No action taken.
2. Board officers: Board will elect officers for the new year 2021. A motion was made by Wesley Carlson nominating Tamara Jackson as Chairperson and Tamara Jackson made a motion to nominate Wesley Carlson as Secretary. All in favor. Motion carried.
3. Zinc vase cost to increase: Recommend KCD adjust resale cost to cover increase. The zinc vase cost from the supplier will increase in price to KCD. Superintendent recommended an increase of $3.64 per vase to cover the cost increase. Motion by Wesley Carson to increase vase price by $3.64. Second by Tamara Jackson. All in favor. Motion carried.

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

1. Wesley Carlson: Wesley Carlson suggested the Board pool money to purchase departing Board member Stan Palm a gift such as a restaurant gift card. Also, that he would like to start a planning workshop for future planning and goals.
2. Stan Palm: Resigned 1/4/2021.
3. Tamara Jackson: Tamara Jackson agrees with Wesley Carlson for starting planning workshops.

**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.** 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 February 23, 2021 at 1:00 PM.

**ADJOURN:** There being no further business, a motion to adjourn was made by Tamara Jackson. Second by Wesley Carlson. All in favor. Motion carried to adjourn at 2:35 PM.

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Chairperson- Tamara Jackson Secretary- Wesley Carlson

**AGENDA**

The regular monthly Board of Trustee meeting is being held on February 23, 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. CSDA Board of Directors call for nominations Seat A: Ask Board if they will nominate or be nominated for this election.
2. CAPC Board election: Discuss casting vote from Kingsburg Cemetery District for this election.

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

1. District audit: Update Board.
2. Form 700 due April 1, 2021: Remind Board.

**PLANNING WORKSHOP:** Board to discuss 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. Recommend transfer.
2. Administrative Secretary position: Discussion with Board.

**NEW BUSINESS:**

1. Zoom meeting with financial advisors from ThiesenDueker: Advisors to make recommendations to Board.
2. Septic tank: Inform Board of issue and cost to replace.
3. Enhancement account: Discuss the continuation of deposits for this account.
4. Covid-19: Superintendent to ask Board for guidance as to policy for employee leave.
5. Gift for departing Board member: Discuss a gift for departing member.

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

1. Wesley Carlson:
2. Tamara Jackson:

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

**BILLS FOR APPROVAL:** Review all bills and sign checks for the period **February 15, 2021 through February 23, 2021.**

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

**ADJOURN:**

**Pre-Agenda:** Inform Board of known items to be discussed at March 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: 14** **SPACE PURCHASES: 7 + 1 E/C**

Nora Pendola – (C-2) – (13-248) Dyan &/or Miguel Ruelas - 1

Judith Joann Pinkham- (Urn in casket) – (13-248) Manuel & Carrie Raulino - 2

Genaro Alonso – (C-2) – (17-341) Karen Ish - 1

Nelda S. Thiessen – (c-1) – (12-48) Macario & Rosa E. Rincon - 1

Tracie Clem – (c-1) – (20-155) Randy & Rhonda Silva - 2

Richard Ish – (S) – (2-371) Georgina Fisher-(E/C only – 1)

Carole Arlene Ish – (Urn in casket) – (2-371)

Duane Turk – (c-1) – (17-76)

Joseph Adam Silva – (C-1\*) – (20-759)

Janelee V. Hammerstrom – (c-1) – (B-84-2)

Manuel Hernandez – (c-2) – (18-306)

Peter Kliewer – (C-2\*) – (23-120)

James Myers – (C-1\*) – (5-418)

Bessie Mimeko Shimoide – (c-2) – (18-407)

(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: 0**

**Space trades: 0**