

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

**MINUTES**

The regular monthly Board of Trustee meeting met on July 23, 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, Secretary Wesley Carlson, Superintendent Carmen Rojas, Jr. and Administrative Secretary Tracey Lyons Nunez.

**PUBLIC INPUT:** None

**MINUTES** of the June 25, 2019 meeting were read by Tracey Nunez. Motion to approve the minutes was made by Janet Larson. Second by Wesley Carlson. All in favor. Motion carried.

**CORRESPONDENCE:** None

**OLD BUSINESS:**

1. County Treasury and Bank of America accounts: Inform Board of amounts in these accounts. Due to the fiscal year end 2018/2019, Fresno County Treasury has not sent out the reports for June 2019 as of this meeting for this account. A deduction of \$30,000.00 for a check distribution to KCD leaves a balance of \$818,429.09 in our records without the June 2019 reports from Fresno County Treasury. The current balance in the Bank of America Enhancement account is \$430,335.27. Bank of America checking account has a balance of \$44,498.75. This includes \$20,000.00 that is to be transferred out of the checking account to the B of A Enhancement account. A motion was made by Janet Larson to transfer \$25,000.00 from Fresno County Treasury account to the Bank of America checking account. Second by Wesley Carlson. All in favor. Motion carried.
2. SB929-District website: Update Board. Superintendent and Secretary briefed the Board on the website presentation done by Maria at Streamline via online conference call on July 19, 2019. Both felt that Streamline was very competent and seemed to know about legal requirements and handled them professionally. Secretary pulled up the preview done by Streamline on the computer screen and showed the Board what had been presented. A motion was made by Wesley Carlson to move forward in using Streamline to create a website for KCD cemetery website service. Second by Janet Larson. All in favor. Motion carried.
3. New water well invoices received: Inform Board of payment and how paid. Invoices paid from: Strickland Drilling for \$8,854.00; John E. Woodcock-Pump Service and Repair for \$5,108.25; Barrios Enterprise (portable toilets) for \$570.00; Home Depot (trencher rental) \$171.63; and Miscellaneous (rope and pvc pipe) for \$167.11 totaling \$14,870.99. After discussion regarding these bills, it was decided that the Superintendent will contact Morgan Stanley, request a check be drawn from the Morgan Stanley Endowment care account for \$14,870.99 and that the check once received will be deposited into the KCD B of A checking account for reimbursement of these bill that have been paid for the new well. (There was no motion made.)
4. Accounts at Morgan Stanley: Discuss options for moving accounts. Wesley Carlson gave a report on his meeting with Jeff Thiesen of Thiesen/Dueker Financial Consulting Group. They currently manage funds for Merced Cemetery and that team would likely work with KCD. Thiesen/Dueker will put together a formal proposal. They will need some of KCD's reports to accomplish this. An RFP (Request for Proposal) will show qualifications and costs in a detailed quote. Information only. Some follow up work to be done by staff.
5. Police action on cemetery grounds: Superintendent to ask Board if they wish to continue

discussion. Following discussion about the parameters of what police action can do on the cemetery grounds, it was decided there needs to be more fact finding done before moving forward or doing anything further. Information only. To be followed up by more fact finding.

#### **NEW BUSINESS:**

1. Cemetery F/Y 2019-2020 budget: Board will review budget and consider adopting. Immediately on discussing the proposed budget that had been mailed prior to the meeting to Board members it was pointed out by Wesley Carlson that there was a question on the Salaries & Employment Benefits section. Upon review by staff, Secretary agreed that the figures in the actual 2018/2019 and proposed 2019/2020 columns of that section should be spread differently in the 18/19 column, resulting in the 19/20 to contain different totals. Reports to be corrected and presented next month.
2. CalPers invoice: Inform Board of invoice coming from CalPers. A letter received from CSDA explains that members and non-members of CalPers may receive a bill from CalPers this summer. The amount would be \$250.00. KCD is not a member of CalPers. Information only. No action taken.
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. Superintendent began to show the Board the amount of increases KCD will be paying Van Cleve for their products. A motion was made therefore by Janet Larson to increase our prices by the amount of Van Cleve's price increase to KCD. Second by Wesley Carlson. All in favor. Motion carried.
4. Cemetery financial auditor: Inform Board number of years current auditor has audited cemetery's financial records. Superintendent informed Board that since the passage of the law that an auditor can only do our audit for six consecutive years. Sanborn & Sanborn has done the KCD audit for five years (2014 through 2018) since the passage of this law. (There were two done prior to passage of the law 2012 and 2013.) A motion was made by Janet Larson to use Sanborn & Sanborn again for the 2019 audit. Second by Stan Palm. Wesley Carlson voted no. Motion carried.
5. Reedley Cemetery developing ground: Information for Board. Superintendent has tried to reach out to Reedley Cemetery but has left messages and not received a response back. Will keep trying to reach someone and put on next month's agenda.
6. Fresno County Boards-Commissions and Committees electronic application: Information for Board. Superintendent informed Board that they can now apply online or via hard copy for Board positions. Information only. No action taken.
7. Request for disinterment or partial disinterment: Inform Board. Informed Board that a request was made for a cremains disinterment. The family member then re-contacted KCD with a request to disinter, take a portion of the ashes and re-inter the remaining ashes. After a lengthy discussion a motion was made by Janet Larson that a disinterment was to be all of the ashes, not just a portion with re-interment to follow. Second by Stan Palm. All in favor. Motion carried.
8. Undeveloped field: Inform Board of citizen's offer. This item was skipped and not addressed by the Board. This item will be placed on the next month's agenda.
9. Closed session: Personnel information for Board. See closed session minutes.

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

**BILLS FOR APPROVAL:** Review all bills and sign checks for the period of **July 15, 2019 through July 23, 2019**. A motion was made by Wesley Carlson to approve all bills and sign all checks for this period. Second by Janet Larson. All in favor. Motion carried.

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

**ADJOURN:** There being no further business and upon motion made by Janet Larson, second by Stan Palm as they went out the door. Motion carried to adjourn at 3:25 PM.

\_\_\_\_\_  
Chairperson, Stan Palm

**ATTEST** \_\_\_\_\_  
Secretary-Wesley Carlson

## **AGENDA**

The regular monthly Board of Trustee meeting is held on August 27, 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.
2. KCD F/Y 2019-2020 budget: Board will review budget and consider adopting proposed budget.
3. Reedley cemetery development: Information for Board.
4. Accounts at Morgan Stanley: Continue discussion of moving these accounts.
5. SB929-District website: Update Board.
6. Police action on cemetery grounds: Continue discussion of new facts findings if any.
7. Cemetery price sheets: Hand Board members update price sheets.

**NEW BUSINESS:**

1. Administrative Secretary job description: Board will review and consider adopting newly updated job description.
2. Citizen's offer: Inform Board of offer by citizen's to clean empty field. Recommend accepting.
3. Inform Board of position opening.
4. Indigent cemetery (Traver): Eagle Scout placed metal crosses on grave sites: Inform Board.

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

**BILLS FOR APPROVAL:** Review all bills and sign checks for the period of **August 15, 2019 through August 27, 2019.**

**NEXT MEETING:** Will be held on September 24, 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.

*Burials & Space purchases since last Board meeting:*

**BURIALS: 9**

Alice Croft – (S) – (12-330)  
J W Morton – (S) – (13-362)  
Lucia L. Nelson – (C-1) – (18-354)  
Lucy K. Mays – (c-1) – (18-300)  
Laura Kitauchi – (C-2) – (17-134)  
Mikio Shimoide – (c-1) – (18-408)  
Verna Ford – (C-2) – (14-207)  
Miriam Jordan – (S) – (20-89)  
Eugene Manuel Rocha – (c-1) – (1 ¾-28)

**SPACE PURCHASES: 10**

Partick William & Sherri Lynn Dennis -1  
Virginia Barnes for Glenn & Joyce Pannell-1  
Jennifer Fraga - 1  
Judy Johnson - 1  
Roger and/or Jane Story - 3  
Stan &/or Lise Ruiz - 2  
Cheryl Rocha - 1

(C-1 or 2)=Companion 1<sup>st</sup> or 2<sup>nd</sup>  
(S)=STD  
(c-1,2,3,4)=Cremains and #  
(I)=Infant

**Relocate: 0**

**Disinterments: 0**

**Space releases back to KCD: 0**