**KINGSBURG CEMETERY DISTRICT**

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

**MINUTES**

The regular monthly Board of Trustee meeting met on August 25, 2020 at 1:00 PM at the office of the Kingsburg Cemetery District.

**MEETING** was called to order by Chairperson Wesley Carlson at 1:10 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 July 28, 2020 meeting were read by Tracey Nunez. Motion to approve the minutes was made by Tamara Jackson. Second by Stan Palm. All in favor. Motion carried.

**CORRESPONDENCE:**

1. California Association of Public Cemeteries e-mail: Inform Board of survey. A survey regarding an upcoming conference to be held March 18, 2021 in San Diego, CA was received from CAPC for the Board to look at, have completed and return. CAPC was requesting to know the interest in this conference. After discussion, the Board concluded that there are two “no’s” and one “unsure”. The survey will be completed and return to CAPC.
2. Anthem group health plan refund: Inform Board of MLR refund amount. Anthem sent KCD a “medical loss ratio” refund in the amount of $1,263.34. KCD pays 100% of the health insurance premium for employee health coverage. Superintendent and Board unanimously agreed that the refund should be deposited to the KCD checking account.
3. SDRMA Workers Comp. refund: Inform Board of amount. This year KCD received a refund from SDRMA Workers Comp. in the amount of $1,009.04. This does not usually happen. Usually KCD receives a secondary invoice after further calculations are done for the premium. This will be deposited into the KCD checking account.

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

1. Employee news: Baby. Superintendent announced that an employee and his wife welcomed a baby girl to their family. She has been added to the Anthem insurance, but an amount has not yet reflected on the monthly premium.
2. Covid-19: Update. The same rules and handouts apply since the last Board meeting. KCD has had 6 known Covid-19 case burials since the last meeting.

**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 $947,904.16 after the transfer out to B of A checking in the amount approved at the last Board meeting of $30,000.00. Bank of America Enhancement account has a balance of $534,437.16. This includes a deposit for interest from B of A in the amount of $4.53 for July 2020. The B of A checking account has a current balance of $50,011.10. No transfer is needed at this time.
2. District auditor: Update Board on hiring of an auditor. Superintendent contacted Rob Dennis of RT Dennis Accountancy to advise him that the Board elected to use his service for the KCD annual audit. He advised Superintendent that he could make a personal appearance for the audit report at a Board meeting. Mr. Dennis sent a contract to sign and return as well as a three-page list of items that he may need for the audit. The signed contract was mailed on August 12, 2020. Superintendent will contact Mr. Dennis to be sure he received the signed contract as well as to convey questions regarding the list of items on the request from Mr. Dennis.
3. Conflict of Interest Code: Recommend amending KCD Conflict of Interest Code. Superintendent explained that the current code is good through 2021, not 2020. The Board discussed this and since the 45-day posting required was already done, they decided to proceed with approving the current Conflict of Interest Code which needs no amendments as seen by the Board. A motion was made by Wesley Carlson to approve this current Conflict of Interest Code with complete verification forward relevant to FPPC, this will renew five-year period being done with the Board’s approval. Second by Tamara Jackson. All in favor. Motion carried.
4. Required training: Update. Superintendent reminded Board of necessary training that is due and overdue.
5. Start selling space in “old grounds”: Inform Board. Superintendent informed Board that the KCD secretary will begin contacting the people on the list that have already expressed interest in purchasing space(s) in the old grounds-Blocks A, B, C, D, E and F. This will begin sometime after September 1, 2020. Once all of them have been contacted (in order according to the list) then sales will be open to anyone. Pricing will be the same for these plots. The exception to these plots is that they may only be used for single (standard) casket burials with up to four cremations. No double (companion) casket burials will be done in the “old grounds”.

**NEW BUSINESS:**

1. Trees: Recommend replacing trees not doing well in undeveloped property (3 or 4 trees). Superintendent informed the Board that he had contacted Belmont Nursery and gotten prices on replacing the Ginko trees at the north end of the cemetery along the fence/field. The regular price for a tree is $265.00 but with a contractor’s discount KCD could buy for $212.00 per tree. A discount of $53.00. Tamara Jackson made a motion for Superintendent to purchase 3-4 of these trees. Second by Wesley Carlson. All in favor. Motion carried.

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

1. Wesley Carlson: Thanked the staff for their dedication in the project to reclaim spaces in the “old grounds”.
2. Stan Palm: None
3. Tamara Jackson: Would like to see pretty tablecloths that are used for cremains services purchased. Would also like to see the doors for restrooms near office redone.

**ACCOUNT BALANCES, INCOME, and EXPENSES:** please see ***Profit & Loss, Balance, Deposit,*** **&** ***Check Detail*** reports for the month of **July 2020.**

**BILLS FOR APPROVAL:** Review all bills and sign checks for the period **August 15, 2020 through August 25, 2020.** A motion was made by Tamara Jackson to approve all bills and sign all checks for this period. Second by Stan Palm. All in favor. Motion carried.

**NEXT MEETING:** Will be held on September 22, 2020 at 1:00 PM.

**ADJOURN:** There being no further business, a motion to adjourn was made by Wesley Carlson, second by Stan Palm. All in favor. Motion carried to adjourn at 2:38 PM.

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Chairperson, Wesley Carlson Secretary-Stan Palm

**AGENDA**

The regular monthly Board of Trustee meeting is being held on September 22, 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. Payment for indigent burial received 2020/2021: Inform Board.

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

None

**OLD BUSINESS:**

1. Fresno County Treasury and Bank of America accounts: Inform Board of amounts in these accounts.
2. Trees: Three (3) trees purchased. Inform Board of cost.
3. Accident on cemetery grounds (10/9/2019) – Update Board

**NEW BUSINESS:**

1. Sunken Graves in old ground: Discussion with Board.
2. Sand in faucets: Inform Board.
3. Invoice from CalPERS: Inform Board of amount.

**BOARD COMMENT(S):** 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 & EXPENSES**: Please see ***Profit & Loss***, ***Balance, Sales by Item Summary, Deposit***, and ***Check*** ***Detail*** reports for the months of **August 2020.**

**BILLS FOR APPROVAL:** Review all bills and sign checks for the period of **September 15, 2020 through September 22, 2020.**

**NEXT MEETING:** Will be held on October 27, 2020 at 1:00 PM.

**ADJOURN:**

**Pre-Agenda:** Inform Board of known items to be discussed at June 2020 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: 10**  **SPACE PURCHASES: 3**

Walter (Wally) Engstrom – (S) – (13-535) – C Cheryl Rocha - 1

Michael Bailey (c-1) – (17-582) Cathy Sanchez - 1

Isaac Matthew Rocha – (C-1\*) – (20-61) Rosa Frausto Perez - 1

Alma Faye Haws – (c-1) – (14-74)

Walker (Wayne) Haws – (c-1) – (14-74)

Daniel Garcia Sr. – (c-1) – (14-560) - C

James L. Moen – (c-2) – (19-196)

Lena Chester – (c-1) – (20-597) - C

Petra Escoto – (S) – (13-313)

Servando Frausto Marquez – (C-1\*) – (20-124)

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

(S)=STD

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

(I)=Infant

**C = Covid**

**Relocate: 0**

**Disinterments: 0**

**Space releases back to KCD: 0**

**Space trades: 0**