**KINGSBURG CEMETERY DISTRICT**

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

**MINUTES**

The regular monthly Board of Trustees met on October 26, 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 were Board members Secretary Wesley Carlson, Vice Chairperson Rick Carsey, Superintendent Carmen Rojas, Jr. and Administrative Secretary Tracey Lyons Nunez.

**PUBLIC INPUT:** None

**Minutes** of the September 28, 2021 meeting were read by Tracey Nunez. Motion to approve the minutes was made by Rick Carsey. Second by Wesley Carlson. All in favor. Motion carried.

**CORRESPONDENCE:**

1. 2019/2020 fiscal year audit fee reimbursement: Inform Board of amount received. A check in the amount of $2,250.00 was received from Coleman & Horowitt, LLP to rectify the situation from the audit for the 2019/2020 that was deemed invalid done by Sanborn & Sanborn CPA for the Kingsburg Cemetery District. This completes the reimbursement of $4,500.00 originally paid to Sanborn & Sanborn.

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

1. Traver cemetery disinterment: Inform Board. The family of Jesus Carranza wants to go forward with and has paid for the disinterment of his cremains from the Traver Cemetery. There is now a second Traver Cemetery disinterment request by the family of Elfrieda O. Whately to be done soon as well. Rick Carsey said to give him at least a couple of days notice and he can help with getting the equipment moved.
2. CSDA (California Special District Association): Dues. If KCD is a member of SDRMA (Special District Risk Management Association) then KCD is required to be a member of CSDA. Annual dues invoice received for $2,051.00.
3. Tentative Board meeting schedule for 2022: Provide to Board. Board members were given a copy of a tentative schedule for meetings in 2022.
4. Mowing: Give report. Superintendent informed Board that all the renovating, aerating and mowing should be done by November 3, 2021.

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

1. Board to discuss ideas and goals for future cemetery development. Mr. Carsey said that he is still working on the plans and will bring to the next meeting.

**OLD BUSINESS:**

1. Fresno County Treasury and Bank of America accounts: Inform Board of amounts in these accounts. Recommend transfer. Fresno County Treasury account has a balance of $1,169,448.57. This is after deposits of $4,643.09 from the County and the withdrawal of $15,000.00 last month. Bank of America Enhancement account has a balance of $640,504.64. This is after a transfer deposit of $22,000.00 and interest of $5.08. The B of A checking account has a balance of $26,078.08. Superintendent recommended a transfer from the Fresno County account to B of A checking in the amount of $50,000.00. A motion was made by Wesley Carlson to transfer $50,000.00 from the Fresno County account to the B of A checking account. Second by Rick Carsey. All in favor. Motion carried.
2. Sign signature form for Bank of America account: Board to sign form. Superintendent has reached out to Bank of America to get signatures on the accounts at B of A without having to all go to the Selma Branch. Forms were mailed to KCD to accomplish this. Each Board member was given a form that is to be completed and taken to a notary for verification. Board members were asked to return the forms once notarized to complete the transaction with Bank of America via U.S. Mail. If a fee is charged for the notary, Board was asked to bring the receipt and they will be reimbursed.

**NEW BUSINESS:**

1. November/December 2021 Board meetings: Recommend combining November & December meetings to early December. Superintendent suggested the November and December 2021 meetings be combined and the meeting held on December 7, 2021. A motion was made by Wesley Carlson to combine the November and December 2021 meetings to a single meeting to take place on December 7, 2021. 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: None.
2. Tamara Jackson: None.
3. Rick Carsey: Asked if John Silva had been hired as a temporary worker and how that was working out. Superintendent informed him that Mr. Silva has been re-hired from retirement and that this was working out very well with little training necessary.

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

**BILLS FOR APPROVAL:** Review all bills and sign checks for the period **September 15, 2021 through September 28, 2021.** A motion was made by Tamara Jackson to pay all bills. Second by Rick Carsey. All in favor. Motion carried.

**NEXT MEETING:** Will be held on December 7, 2021 at 1:00 PM.

**ADJOURN:** There being no further business, a motion was made by Rick Carsey to adjourn the meeting. Second by Tamara Jackson. All in favor. Motion carried to adjourn at 2:05 PM.

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Chairperson-Tamara Jackson Secretary-Wesley Carlson

**AGENDA**

The regular monthly Board of Trustee meeting is being held on December 7, 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.

1. Disinterment at Traver Cemetery: Update Board.

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

1. Continue Board discussion on 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. Signature card and credit card for Bank of America: Update Board.

**NEW BUSINESS:**

1. Closed session: Board to go into closed session to review employee job performance evaluations and evaluate Superintendent.
2. Group health plan: Review group health plan options for 2022.
3. Cemetery employee salary increase: Superintendent to recommend salary increase for employees.
4. Gates for Christmas & New Year’s weekends: Discuss with 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 Sheet, Sales by Item Summary, Deposit Detail,*** **&** ***Check Detail*** reports for the months of **October and November 2021.**

**BILLS FOR APPROVAL:** Review all bills and sign checks for the period **December 1, 2021 through December 7, 2021.**

**NEXT MEETING:** Will be held on January 25, 2022 at 1:00 PM.

**ADJOURN:**

**Pre-Agenda:** Inform Board of known items to be discussed at 2022

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:

*CSDA*

*Burials & Space purchases since last Board meeting: (29 working days)*

**BURIALS: 17** **SPACE PURCHASES: 13**

Cuahtemoc Salazar – (c-1) – (13-554) Suzy Ocampo - 1

Luis Alonzo Herrera – (S) – (23-129) C Cherri Morton-Adkins - 1

Carlos Lopez – (C-2\*) – (17-297) David Steele -2

Leo Ocampo – (C-1\*) – (23-243) C Steven Herrera - 1

Ricardo Perez – (c-1) – (21-188) Kristen Molina - 1

William “Carl” Adkins – (c-1) – (23-196) C Alejandro Mendoza - 1

Paul M. Steele – (S) – (C-10-4) Debbie Bronson - 2

Gordon F. Peterson – (C-2) – (12-333) Frances Tirado - 2

Beverly J. Olson – (C-2\*) – (17-521) Cristel Maldonado - 1

Mike Molina – (S) – (23-195) C Edward L. Andrade - 1

Charles Neufeld – (C-1\*) – (23-83)

Magdaleno Mendoza – (C-1\*) – (23-233) post-C

Roy H. Miller – (c-1) – (17-217)

Bobby Harold Lewis – (C-1\*) – (14-550) C

David Dyar – (C-2) – (22-454)

Sylvia Tapia Ramos – (C-2\*) – (23-225)

Barbara Busby – (C-1\*) – (23-154)

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

(S)=STD

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

(I)=Infant

**C = Covid**

**Relocate: 0**

**Disinterments: 1 in Traver**

**Release of Transfer: 0**

**Space releases back to KCD: 2 (22 – 330 & 331)**

**Space trades: 0**

**Services cancelled: 0**