**KINGSBURG CEMETERY DISTRICT**

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

**MINUTES**

The regular monthly Board of Trustees met on September 29, 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 August 24, 2021 meeting were read by Tracey Nunez. Motion to approve the minutes was made by Tamara Jackson. Second by Wesley Carlson. All in favor. Motion carried.

**CORRESPONDENCE:**

None

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

1. Hand Board copies of new price sheets effective 10-1-2021. Board members were given copies of all of the price sheets that will go into effect on October 1, 2021 as approved for increase at the July 27, 2021 meeting.
2. Appointment at Bank of America to sign signature card is scheduled for 10:00 AM on September 30, 2021. One Board member cannot make this appointment. Superintendent called the Selma B of A branch and talked to manager that transferred him to Kim in Albuquerque, New Mexico. She had new information on the procedures that could be done via mail. She will send the necessary paperwork to be completed and returned in order to get the three Board members and Superintendent on B of A signature cards.
3. Damaged marker: Update Board. The release form was received and printed from Wesley Carlson for the family of the damaged marker to sign. Superintendent is still waiting on the cost for marker replacement from Beer Monuments. When that is received the family will be contacted to proceed forward.
4. Inform Board of Superintendent’s mother passing. Superintendent told the Board that his mother has passed away. Board members expressed their condolences.
5. Update of fence repair on northeast corner of cemetery. Farmers Insurance Exchange sent a check to cover costs of an auto accident that occurred on 2/19/2021 that damaged a gate and fence on the cemetery grounds. The check amount is $2,837.96. This covers S&S Metal Fabrication gate repair of $1,347.96 and Champi Fencing for the chain link fence repair of $1,490.00.
6. Inform Board of possible Traver cemetery disinterment. A family from Porterville has contacted KCD regarding the disinterment of an infant that was buried at the Traver Cemetery on October 20, 1999. The infant was born 11/5/1994 and passed on 11/28/1994. Superintendent informed the contact that they can visit the cemetery in Traver and of the cost and paperwork necessary to do the disinterment.

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

1. There was further discussion on the open field project. Rick Carsey brought a layout printed from Google Earth of the area for development with a rough layout of possible plans. The plan had some avenues and shop area. Board discussed the plan and made some revisions. A new and updated version will be done and brought to the next meeting with a focus on the new shop and pavilion areas. Also discussed was that there will need to be a site plan review. An intent to pursue a project will be filed with the City of Kingsburg. Mr. Carsey said the shop would take approximately a year for permits through construction. There was also brief discussion of sewer lines, irrigation requirements, and the office remodel.

**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 $1,179,845.48. This includes a deposit from County accounts of $1,175.04. The Enhancement account at Bank of America has a balance of $618,499.56 which includes a deposit of $5.25 from interest earned. The B of A checking account has a balance of $25,375.82. There will be an upcoming deposit of approximately $11,000.00. Superintendent recommended a transfer of $15,000.00 from the Fresno County account. A motion was made by Tamara Jackson to transfer $15,000.00 from the Fresno County Treasury account to the B of A checking account. Second by Wesley Carlson. All in favor. Motion carried.

**NEW BUSINESS:**

1. Temporary worker: Inform Board of details and recommend hiring a temporary grounds man. Superintendent informed the Board of a KCD grounds man having surgery on 9-28-2021 and that he will be out an estimated six weeks. Superintendent recommended hiring John Silva (a former and now retired employee) to help during this time. Following discussion, the Board approved to hire Mr. Silva back at $17.72 per hour (what the employee on leave would earn) with no additional benefits.

**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: None.

**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 Wesley Carlson. All in favor. Motion carried.

**NEXT MEETING:** Will be held on October 26, 2021 at 1:00 PM.

**ADJOURN:** There being no further business, a motion was made by Tamara Jackson to adjourn the meeting. Second by Rick Carsey. All in favor. Motion carried to adjourn at 2:58 PM.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ATTEST** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson-Tamara Jackson Secretary-Wesley Carlson

**AGENDA**

The regular monthly Board of Trustee meeting is being held on October 26, 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. 2019/2020 fiscal year audit fee reimbursement: Inform Board of amount received.

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

1. Traver cemetery disinterment: Inform Board,

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

1. 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. Sign signature form for Bank of America account: Board to sign form.

**NEW BUSINESS:**

1. November/December 2021 Board meetings: Recommend combining November & December meetings to early December.

**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 month of **September 2021.**

**BILLS FOR APPROVAL:** Review all bills and sign checks for the period **October 15, 2021 through October 26, 2021.**

**NEXT MEETING:** Will be held on either November 23 or December 14, 2021 at 1:00 PM.

**ADJOURN:**

**Pre-Agenda:** Inform Board of known items to be discussed at September 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: (24 working days)*

**BURIALS: 9** **SPACE PURCHASES: 3**

Patricia Sjostrom – (c-2) – (20-297) Joanne Selfridge - 1

Jorge Rios Vela – (C-2\*) – (23-194) Martha Andrade - 1

A.W. Wright – (c-1) – (19-234) Manuel & Yvonne Lombera - 1

Teresa Rojas – (C-1\*) – (1 3/4 -6)

James Selfridge – (C-1\*) – (23-160)

Jason Andrade – (S) – (23-117)

Sofia Contreras – (C-2\*) – (22-329)

Gerard Hurtado – (c-1) – (20-23) C

David Westerling – (S) – (21-150)

(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**

**Services cancelled: 0**