

Orig.

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

MINUTES

The regular monthly Board of Trustees met on Tuesday, March 22, 2022, at 1:00 PM in the office of the Kingsburg Cemetery District.

MEETING was called to order by Vice Chairperson Rick Carsey at 1:00 PM. Also present was Board member Secretary Tamara Jackson, Superintendent Carmen Rojas, Jr. and Administrative Secretary Tracey Lyons Nunez. Chairperson Wesley Carlson joined the meeting at 1:15 PM

PUBLIC INPUT: None

Minutes of the February 17, 2022 meeting were read by Tracey Lyons Nunez and Carmen Rojas, Jr. Motion to approve the minutes was made by Tamara Jackson. Second by Rick Carsey. All in favor. Motion carried.

CORRESPONDENCE: None

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

1. Inform Board members of Harassment and Ethics training that is now due. Superintendent informed Board members of training that is due or overdue.
2. Tamara Jackson's re-appointment to serve on the Board is complete. Superintendent thanked her for her service and congratulated her on the re-appointment.
3. Rick Carsey is now on the Bank of America signature card for checking. B of A has informed Superintendent that the savings card will also have to be signed by all of the Board members. This will have to be done by all at the same time at the bank.
4. The "Clover" credit/debit card hardware has been received. The system still has to be set up in Quickbooks. This will require contacting Quickbooks and will be done soon.
5. The new agreement for the indigent burials should be updated by Tulare County and sent to Kingsburg Cemetery District for signing by the next Board meeting.
6. Casey Calloway has turned in his resignation as of March 31, 2022. His current rate is \$17.28 per hour. Superintendent has an applicant that may work. He will interview. Board suggested if someone is not hired soon to consider talking to John Silva about working again in the interim.
7. Dave Rosedale has had his tractor and disk in the field east of the maintenance yard for a few weeks. Superintendent contacted him and expressed concern for the tractor to be there for so long as a liability to the cemetery. Mr. Rosedale had the tractor picked up. The disk is still there because it need bearings and the parts are hard to come by. Mr. Rosedale will have someone fix and remove ASAP.

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

1. Continue Board discussion on ideas and goals for future cemetery development. Superintendent will call Rick Carsey to discuss the Site Plan Review Application. Also discussed was to build a new office, conference room, break room and restrooms in conjunction with the new shop/yard project. This could be favorable cost wise as well as allowing the current office/breakroom/shop to continue as is until the new project is completed. No action taken.

OLD BUSINESS:

1. Fresno County Treasury and Bank of America accounts: Inform Board of amounts in these accounts. Fresno County Treasury account has a balance of \$1,315,765.40. This includes \$7,418.61 for February 2022 from Fresno County. Bank of America Enhancement account

has a balance of \$682,531.70. This includes \$18,000.00 transferred from the B of A checking account. It also includes interest of \$5.10 in interest. The B of A checking account has a balance of \$60,266.13. No transfer from the Fresno County account to B of A checking is necessary.

2. Office Manager position: Update Board.: Position has been offered to Lydia Paul to start April 1, 2022 at \$25.00 per hour. She will let him know. Superintendent does have a second candidate chosen. The ad had been placed in Kingsburg "Dala Monthly" in early March 2022. The "Kingsburg Recorder" never returned phone calls from Superintendent, so no ad was placed there. A motion was made by Wesley Carlson to increase the rate of pay for the current Administrative Secretary to \$22.00 per hour on April 1, 2022. Second by Rick Carsey. All in favor. Motion carried.
3. Salary tier: Discuss salary tier. (Continuation of item.) Board discussed this in great detail. Superintendent to make recommendation for pay rates and schedule of increases at next meeting.
4. Performance evaluations/wage increase to fiscal year: To run with fiscal year. (Continuation of item.) Board discussed this and said yes to do the evaluations and wage increases on a fiscal year basis. Also discussed that the evaluations do not have to be done at the time of pay increases.
5. SB1383: Inform Board of this bill. (Continuation of item.) There was discussion of the bill at length. Wesley Carlson and Rick Carsey said for Superintendent to continue doing what is currently being done and to wait until enforcement starts from the city. Also discussed renting a chipper for breaking down materials and renting a Cayco hopper to put large amounts of refuse in.
6. Letter from public member to Board member: Update Board of findings. (Continuation of item.) Wesley Carlson received a second email from Mr. Shaw inquiring the status of his request to bury mementos. Superintendent informed Board he had talked to four cemeteries and none of them bury or have done a burial for mementos. It was discussed that Mr. Shaw could bury mementos under a headstone on his parents/relatives that are already interred here.
7. Form 700: Remind Board form is due by April 1, 2022. Superintendent reminded Board of due date for them to turn in this form. Rick Carsey turned his Form 700 in. This will be copied and mailed to FPPC for him. Tamara Jackson and Carmen Rojas, Jr. have already turned theirs in and they have been mailed. Wesley Carlson said he will get his done soon.
8. Signature card at Bank of America update: Inform and make recommendations to Board. (Refer to Superintendent's Report #3) B of A informed Superintendent that he and all Board members will need to go to branch at the same time to sign a new savings account card. Superintendent will re-verify accuracy of this procedure.

NEW BUSINESS:

1. District audit: Information for Board. On November 11, 2021 David with the accountant's office was here and gathered information for the 2020/2021 audit. The audit is still not done as far as KCD knows. There are three agencies waiting for audit results. They are SDRMA Risk Management that was due to them 1/17/2022. An extension was given until the end of February. But the audit is still not ready. The State Controller's office is also waiting for results. The State of California is also waiting for the Financial Transaction Report that was extended to be due 3/17/2022. They informed Superintendent that no extensions would be granted. The auditor asked for more figures from KCD and those were supplied on March 18, 2022. KCD has not heard back from Rob at the auditors office. Board said to press auditor for completion of 2020/2021 audit.
2. Zinc flower vases: Supplier cost to increase. Recommend resale price increase to cover cost increase. Superintendent informed Board there will be an increase of \$1.75 on next zinc vase order. He recommended an increase at that time of \$3.50 to cover the cost. A motion was made by Wesley Carlson to increase the cost of a vase by \$3.50 at the time of next vase order/shipment. Second by Tamara Jackson. All in favor. Motion carried.
3. Van Cleve Concrete Products, Inc.: Supplier of concrete crypts/vaults to raise their prices.

Recommend resale price increase to cover cost increase. A motion was made by Rick Carsey to increase the price of the crypts/vaults effective immediately. Second by Wesley Carlson. All in favor. Motion carried.

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

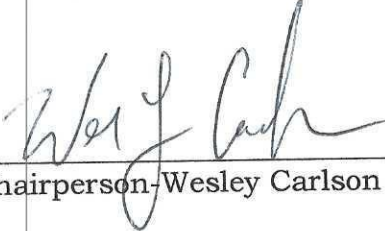
1. Wesley Carlson: None
2. Tamara Jackson: None
3. Rick Carsey: None

ACCOUNT BALANCES, INCOME, and EXPENSES: please see *Profit & Loss, Balance Sheet, Sales by Item Summary, Deposit Detail, & Check Detail* reports for the month of **February 2022**.

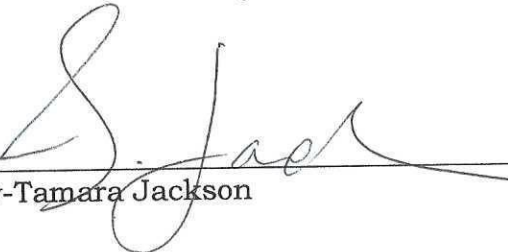
BILLS FOR APPROVAL: Review all bills and sign checks for the period **March 15, 2022 through March 22, 2022**. A motion was made by Wesley Carlson to pay all bills. Second by Tamara Jackson. All in favor. Motion carried.

NEXT MEETING: Will be held on Tuesday, April 26, 2022 at 1:00 PM.

ADJOURN: There being no further business, a motion was made by Wesley Carlson to adjourn the meeting. Second by Tamara Jackson. All in favor. Motion carried to adjourn at 3:50 PM.



Chairperson-Wesley Carlson

ATTEST 

Secretary-Tamara Jackson