

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

**MINUTES**

The regular monthly Board of Trustee meeting met on August 27, 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 July 23, 2019 meeting were partially read by Tracey Nunez and completed by Carmen Rojas, Jr.. 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. Fresno County Treasury has a balance of \$817,372.67. The current balance in the Bank of America Enhancement account is \$472,342.64. Bank of America checking account has a balance of \$49,944.99. No transfer is need at this time.
2. KCD F/Y 2019-2020 budget: Board will review budget and consider adopting proposed budget. Following discussion, a motion was made by Wesley Carlson to add \$30,000.00 on the 2019/2020 to 5180-Professional and Specialized Services. Second by Janet Larson. All in favor. Motion carried. A motion was also made to approve the budget as amended by Wesley Carlson. Second by Janet Larson. All in favor. Motion carried. Secretary will revise all four of the budget reports and the three copies required by Fresno County will be emailed to them.
3. Reedley cemetery development: Information for Board. Superintendent explained his findings from Reedley cemetery. Reedley Cemetery will borrow one million dollars at approximately 6% interest. They were given a design figure of \$29,000.00. Information only. No action taken.
4. Accounts at Morgan Stanley: Continue discussion of moving these accounts. There was continued discussion about using Thiesen & Dueker as KCD's investment company. In response to the presentation that was sent by Thiesen & Dueker, one of the questions raised was "what the fees would be and how are those fees calculated". Wesley Carlson to follow up with Thiesen & Dueker to gather more information.
5. SB929-District website: Update Board. Superintendent and Secretary had a conference call with Chris Carrassi from Streamline at 1:15 pm on August 22, 2019. The call covered basic information about Streamline and what the expectations from KCD would be. Another conference call is schedules at 1:30 pm on August 29, 2019 and will be a bit more in depth as to information wanted and required on the KCD website. Mr. Carrassi indicated he thought the website could be up and running by the end of September 2019.
6. Police action on cemetery grounds: Continue discussion of new facts findings if any. Wesley Carlson said he will follow up with Kingsburg City Manager Alex Henderson regarding the police action and on parameters of what the City can mandate to KCD. The item does not need to be placed on the next agenda as of now.
7. Cemetery price sheets: Give Board members updated price sheets. Board members were given the 7/1/2019 updated price sheets reflecting the increase due to the increase received from supplier (Van Cleve) on the cost of vaults. Information only.

**NEW BUSINESS:**

1. Administrative Secretary Job description: Board will review and consider adopting newly updated job description. New description page was discussed and with one sentence being eliminated a motion was made to revise and update KCD Employee Handbook by Wesley Carlson. Second by Janet Larson. All in favor. Motion carried.
2. Citizen's offer: Inform Board of offer by citizen to clean empty field. Recommend accepting. Mark Woods offered to disk the undeveloped field to the north free of charge. Board said we will need a proof of insurance to be put on file for his coverage. Superintendent will follow up with that and once that is done Mr. Woods can do the work he has volunteered to do.
3. Inform Board of position opening. On August 19, 2019 Salvador (Sonny) Lopez informed Superintendent that August 30, 2019 will be his last day. Sonny said that he could possibly help in the interim of finding a replacement if needed. This position is for Mechanic/Groundsman. Wesley Carlson suggested a \$15.00 to \$20.00 per hour based on skill level of applicant/employee. Janet said possibly \$18.00 per hour with a probationary period stated at time of hire as well. Superintendent will place an ad in the local paper as soon as possible.
4. Indigent cemetery (Traver): Eagle Scout placed metal crosses on grave sites: Inform Board. Scout Jacob Phillips made and placed white metal crosses on ninety-one graves at the Traver Cemetery on August 12, 2019 to earn his Eagle Scout status. Superintendent Rojas opened the gates and assisted the scouts in accurately finding grave locations for placing the crosses. There were many other scouts assisting, as well as help from some of the adult scout leaders. Tulare County Sargent Alan Wright from the Coroner's Office was also there. The local Kingsburg Recorder ran an article about the event as well as coverage from Channel 26 television station. Mr. Phillips had 18 extra crosses and gave those to Superintendent Rojas to store at KCD for future use as needed.

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

**BILLS FOR APPROVAL:** Review all bills and sign checks for the period of **August 15, 2019 through August 27, 2019**. A motion was made by Janet Larson to approve all bills and sign all checks for this period. Second by Wesley Carlson. All in favor. Motion carried.

**NEXT MEETING:** Will be held on September 24, 2019 at 1:00 PM.

**ADJOURN:** There being no further business and upon motion made by Janet Larson, second by Wesley Carlson. All in favor. Motion carried to adjourn at 2:37 PM.

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

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

## **AGENDA**

The regular monthly Board of Trustee meeting is held on September 24, 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. Recommend transfer.
2. Accounts at Morgan Stanley: Continue discussion on moving accounts.
3. SB 929-District web site: Update Board.
4. Mechanic/Groundsman position opening: Update Board.

### **NEW BUSINESS:**

1. PG&E to trim Camphor tree in Block "D": Inform Board of details.
2. Undeveloped property-Presentation by Mr. Rick Carsey. Work needed to develop empty field.

**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 **September 15, 2019 through September 24, 2019**.

**NEXT MEETING:** Will be held on October 22, 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: 13**

Mateo Porras Aguirre - (C-1) (23-200)  
Richard (Richie) Ruiz - (C-1) (23-191)  
Svea Jonson - (S) - (13-153)  
Florence Chapman - (c-1) (17-92)  
James Bernardasci - (C-1) (4 ¾-5)  
Helen Morgan - (S) - (5-49)  
Carolyn Meeker - (C-1) - (13-557)  
Dona Stout - (c-1) - (19 ¾-97)  
Bonnie Lindgren - (S) - (17-394)  
Nellie Ouellette - (S) - (13-353)  
Juan Lopez - (S) - (6-232)  
Alice "Ginnie" Jenkins Fukagawa - (S) - (14-347)  
Leland Elmer Johnson - (c-1) (20-15)

**SPACE PURCHASES: 7**

Darrel Stout - 1  
Ignacio & Ophelia Anaya - 1  
Anastacio & Marcela Ayala - 1  
Albert & Tracey Nunez - 4

(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:** (Robert W. & Catherine Wentker (19-227) - 1