

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

**MINUTES**

The regular monthly Board of Trustee meeting met on March 24, 2020 at 1:00 PM at the office of the Kingsburg Cemetery District.

**MEETING** was called to order by Chairperson Wesley Carlson at 1:00 PM. Also present were Board members Secretary Stan Palm, Vice Chairperson Tamara Jackson, Superintendent Carmen Rojas, Jr. and Administrative Secretary Tracey Lyons Nunez.

**PUBLIC INPUT:** None

**MINUTES** of the February 25, 2020 meeting were read by Tracey Nunez. Motion to approve the minutes after two spelling corrections was made by Wesley Carlson. Second by Stan Palm. All in favor. Motion carried.

**CORRESPONDENCE:**

1. Email from CAPC: Board will review email in regards to Coronavirus (COVID-19). Superintendent detailed what Kingsburg Cemetery District is currently doing in response to the COVID-19 virus such as limited persons in the office (besides staff) to two, postings on doors, in restrooms and breakroom on how to “stop the spread of germs”, and signs all around the cemetery limiting groups/gatherings to ten or less people. There are also new rules that no casket or urns to be lowered while family is closer than fifty feet away, no chairs will be put out by KCD at services, services are limited to one hour and that restrooms will be closed to the public. Also handed out “Families First Coronavirus Response Bill” and discussed what this means to KCD and it’s employees. Reported that KCD has been receiving many emails, letters and some phone calls concerning COVID-19 information, rules and protocol from many sources.

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

1. Introduce and welcome new Board member. Superintendent introduced the new Board member, Tamara Jackson.
2. Special District’s Risk Management Authority (SDRMA) Loss Prevention Reimbursement amount. Superintendent reported that KCD received \$973.96 from submission of approved reimbursable safety items. This brings the total reimbursed to \$1,000.00 for the 2019-2020 year.
3. SDRMA 2020-2021 Property/Liability Program: Inform Board of proposed increase. Superintendent reported KCD has received preliminary letters regarding the Worker’s Compensation and Property/Liability Insurance from SDRMA. They are predicting an increase in premiums of up to 30% for Property/Liability. These are usually due in May with an adjustment to Worker’s Compensation in September.
4. Portable restrooms: Recommend for Memorial weekend. Decision to be made at April 2020 meeting. A sales rep from Potter Portable Restrooms gave a quote for two handicapped accessible porta-potties for May 23, 24, 25 to be picked up May 26, 2020 of \$865.05. Superintendent also called Barrios but has not received a quote yet. Stan Palm already wants to cancel the Memorial weekend. This decision will be revisited at the April 2020 meeting.

**OLD BUSINESS:**

1. County Treasury and Bank of America accounts: Inform Board of amounts in these accounts. Fresno County Treasury has a balance of \$895,598.82. This includes the amount of \$8,743.28 was received from Fresno County. The current balance in the Bank of America Enhancement

account is \$496,398.89. Bank of America checking account has a balance of \$34,895.92. A motion was made by Wesley Carlson to transfer \$25,000.00. Second by Tamara Jackson. All in favor. Motion carried.

2. Email received from Fresno County: Superintendent to update Board. The email from Fresno County that was received February 5, 2020 to which we responded on February 11, 2020 has had no further response back from Fresno County. Information only. No action taken.
3. Sign documents: Board will sign documents for accounts at Thiesen and Dueker Financial Consulting Group. Casey Fitzpatrick sent a packet for each of the accounts, Endowment Care and General Fund to be signed by all three of the Board members. This was done and these will be copied and the originals returned by mail.

**NEW BUSINESS:**

1. 2020-2021 preliminary budget: Board to review preliminary budget report as requested by Board. The Board reviewed and asked questions. Discussion only. No action taken.
2. Signature card: Inform Board of signature card to be signed for Bank of America accounts. Superintendent did contact the Assistant Manager, Juan Hernandez Cruz, at the Selma B of A branch and he explained that they do not have the resource in staffing to be able to send someone to a Board meeting to accomplish the signatures required. He explained that all of those on the signature card must come to the branch on the same day with the required forms of ID. Originals of any paperwork need to be brought to the branch. They will make appropriate copies and return the originals. Superintendent will contact Mr. Cruz and schedule the appointment day and contact each Board member with all information needed.
3. Savings account at Bank of America: Clarify deposits to this account for 2020. Superintendent asked if there were to be any changes to the deposits to the Enhancement account at B of A. After a brief discussion, there were to be no changes made.

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

1. Tamara Jackson – No comments.
2. Stan Palm – No comments.
3. Wesley Carlson – Asked what had been done regarding the north field. Superintendent informed the Ewing branch manager, Walter Cubas, would be glad to come out to advise on design of an irrigation system for the undeveloped property. Mr. Cubas said we need to have water (well, hp, gallons per minute, pressure amount, etc.) before he can advise on size of lines, number of valves, etc. and cost.

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

**BILLS FOR APPROVAL:** Review all bills and sign checks for the period **March 15, 2020 through March 24, 2020**. A motion was made by Wesley Carlson to approve all bills and sign all checks for this period. Second by Tamara Jackson. All in favor. Motion carried.

**NEXT MEETING:** Will be held on April 28, 2020 at 1:00 PM.

**ADJOURN:** There being no further business and upon motion made by Tamara Jackson, second by Stan Palm. All in favor. Motion carried to adjourn at 3:07 PM.

**ATTEST**

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Chairperson, Wesley Carlson

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Secretary-Stan Palm

## **AGENDA**

The regular monthly Board of Trustee meeting is held on April 28, 2020 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. Covid 19: Update for Board.
2. Cemetery grounds: Weeds.
3. Portable restrooms: Update.
4. Irrigation line repaired: Cost.

**OLD BUSINESS:**

1. Fresno County Treasury and Bank of America accounts: Inform Board of amounts in these accounts. Recommend transfer.
2. Sign documents: Sign for Thiesen and Dueker Financial Group.
3. Undeveloped property: Information for Board.

**NEW BUSINESS:**

1. Fertilize grounds: Recommend fertilizing grounds and inform Board quotes.
2. May meeting: Discuss not holding a May 2020 meeting.
3. Memorial Day celebration: Discuss cancelling.

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

**ACCOUNT BALANCES, INCOME & EXPENSES:** Please see *Profit & Loss, Balance, Sales by Item Summary, Deposit,* and *Check Detail* report for the month of **March 2020.**

**BILLS FOR APPROVAL:** Review all bills and sign checks for the period of **April 15, 2020 through April 28, 2020.**

**NEXT MEETING:** Will be held on June 23, 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: 9**

Linda H. Fridolfs – (C-1\*) – (19-387)  
Cynthia Baxter – (c-2) – (18-442)  
Arturo Frausto Rojas – (C-1\*) – (20-117)  
Virginia M. Barnes – (S) - (12-700)  
William Harold Meyer – (c-1) – (20-57)  
Tamara Krebbs – (C-2) – (17-286)  
Ron Esau – (C-1\*) – (23-264)  
Joan Ransom – (c-2) – (19-185)  
James Williams Jr. – (c-1) – (20-80)

**SPACE PURCHASES: 4**

Emilia Frausto - 1  
Marsha Williams - 3

(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: 0**

**Space trades: 0**