

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

MINUTES

The regular monthly Board of Trustees met on Tuesday, March 26, 2024, at 1:00 PM in the office of the Kingsburg Cemetery District.

The meeting was called to order by Chairperson Tamara Jackson at 1:04 PM. Present were Secretary Rick Carsey, Vice Chairperson Wes Carlson, Superintendent Carmen Rojas, Jr., and Office Manager Jennifer Santos.

PUBLIC INPUT: None

READING OF MINUTES: Minutes of the meeting from February 27, 2024, were reviewed by all present. After a few minor corrections, a motion was made to approve the minutes by Chairperson Tamara Jackson and seconded by Secretary Rick Carsey. All in favor, motion carried.

CORRESPONDENCE: None

SUPERINTENDENT'S REPORT: 1.) Superintendent Carmen Rojas informed the Board of a Franchise Tax Board withholding order that was received for a current KCD employee. 2.) Next, he updated the Board regarding the 8' section of fence and gate track to be built by S&S Metal Fabrication. 3.) Carmen then updated the Board regarding the opening of the new WestAmerica Bank accounts. The signature card was returned to the bank in Kingsburg, and we are awaiting approval of our credit card processing agreement. 4.) The Board was reminded that their Form 700's are due April 1, 2024. 5.) He informed the Board that uniforms have been ordered for the new groundsman. 6.) The Board was informed of a refund for two (2) vases purchased for a marker setting by a customer that changed her mind. 7.) Next, he informed the Board of issues with the new Frontier Flex mower. 8.) Lastly, he gave Board information of a Veteran who was K.I.A. during the Korean War who was recently identified and whose parents are both interred at The Kingsburg Cemetery; therefore, he will also be interred at the Kingsburg Cemetery.

PLANNING WORKSHOP: Secretary Rick Carsey is awaiting a contract from engineer, Hal Lore and will forward it to the Kingsburg Cemetery once received. No payment is due at this time.

OLD BUSINESS:

1. Fresno County Treasury and Bank of America accounts: Inform Board of amounts in these accounts. Bank of America checking balance \$53,372.41, Bank of America Enhancement (savings) account balance is \$786,6681.14, Fresno County Treasury balance is \$1,397,694.76. It was recommended to move \$40,000 from Fresno County Treasury to cover the next month's expenses. Chairperson Tamara Jackson made a motion to transfer \$40,000. It was seconded by Secretary Rick Carsey. All in favor, motion carried.
2. Update Employee Handbook: After considerable discussion, this item was tabled until the next meeting to be held in April 2024. No action was taken.

NEW BUSINESS:

1. District Fiscal Year 2022-2023 Audit: Auditor, Garry W. Riezebos of Adair & Evans reviewed the District's 2022-2023 fiscal year audit with the Board. Some questions were asked and then answered by Mr. Riezebos. A motion was then made by Vice Chairperson Wes Carlson to accept the audit as provided and seconded by Chairperson Tamara Jackson. All in favor, motion carried.
2. Burial Plot Buy-back: After considerable discussion, the Board made recommendations on how to move forward. We should confirm ownership and succession by requesting a paper trail leading from the original burial rights owner to the person claiming to be the current owner through succession. It was also suggested that we contact the CAPC &/or CSDA for

additional guidance.

3. Flower Vase Cost Increase: Board was informed of cost increase to the Kingsburg Cemetery for the zinc vases. After recommending a resale increase of \$6.50 per vase to cover the cost, the vase will now be sold for \$77.02 each plus sales tax. A motion was made by Vice Chairperson Wes Carlson to accept the increase and seconded by Chairperson Tamara Jackson. All in favor, motion carried.

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

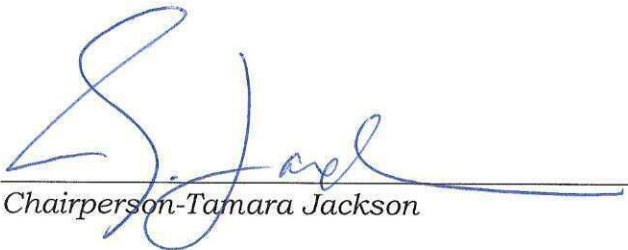
1. Wesley Carlson: none
2. Tamara Jackson: none
3. Rick Carsey: Made a comment about needing more information before the cemetery buys back plots.

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 2024**.


BILLS FOR APPROVAL: Review all bills and sign checks for the period **March 15, 2024**, through **March 26, 2024**. A motion was made by Rick Carsey to pay all bills provided. Seconded by Wes Carlson. All in favor. Motion carried.

NEXT MEETING: The next meeting will be held on Tuesday, April 23, 2024, at 1:00 PM.

ADJOURN: There being no further business, a motion was made by Wes Carlson to adjourn the meeting. Seconded by Tamara Jackson. All in favor and approved. The meeting was adjourned at 4:14pm.


Chairperson-Tamara Jackson

ATTEST


Vice Chairperson-Wes Carlson
Vice