

KINGSBURG CEMETERY DISTRICT

P.O. Box 542, Kingsburg, CA 93631

MINUTES

The regular monthly Board of Trustees met on Tuesday, April 26, 2022, at 1:00 PM in the office of the Kingsburg Cemetery District.

MEETING was called to order by Chairperson Wesley Carlson, at 1:10 PM. Also present were Board members, Vice Chairperson Rick Carsey, Secretary Tamara Jackson, Superintendent Carmen Rojas, Jr., Administrative Secretary Tracey Lyons Nunez and Office Manager Jennifer Santos.

PUBLIC INPUT: None

Minutes of the March 22, 2022, meeting were read by Jennifer Santos. Motion to approve the minutes with a few minor corrections was made by Rick Carsey. Second by Tamara Jackson. All in favor. Motion carried.

CORRESPONDENCE:

1. Pacific Gas and Electric notification: PG&E to remove idle poles from cemetery's undeveloped property. Inform Board. Poles to be removed by PG&E. Information only.

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

1. Lowering device delivered, assembled and now ready to use. Cost was \$3,966.30 from Holland. Rick Carsey asked if the old lowering device could be repaired. Superintendent said that there are no longer parts available so it will be stored for parts.
2. Superintendent informed Board that Mechanic/Groundsman was offered \$20.00/hour to stay following his resignation. He declined the offer. Joey Ortega was hired and started working on 4/4/2022. Previous candidate declined the offer of Office Manager and Jennifer Santos was hired. She started her position on 4/15/2022. Both employees and their dependents will be added to the group health insurance plan effective 5/1/2022.
3. Superintendent will contact and encourage Veterans of Foreign Wars (VFW) and American Legion to have the Memorial Day service this year. Superintendent will also make contact to get portable restrooms for that weekend.

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

Rick Carsey presented the redrawn rough plan for the new shop area. The Board discussed the possibility of also including a new office space in the new shop area. Board agreed this would be a benefit to the plan. Rick Carsey will develop a new rough site plan for the next meeting.

OLD BUSINESS:

1. Fresno County Treasury and Bank of America accounts: Inform Board of amounts in these accounts. Fresno County balance is \$1,330,609.85. This includes deposits from March 2022 of \$14,824.45. Bank of America Enhancement account balance is \$682,537.45. This includes \$5.75 in interest. Bank of America checking account has a balance of \$53,120.77. Superintendent requested a transfer from Fresno County to B of A checking to cover costs for the next two months of \$40,000.00. A motion was made by Tamara Jackson to transfer \$40,000.00 from Fresno County to B of A checking. Second by Rick Carsey. All in favor. Motion carried.
2. Open positions filled: Inform Board. Previously discussed in Superintendent's report #2. No further information or discussion.
3. Salary tier: Discuss salary tier. (Continuation of this item.) Board discussed at length setting up salary tiers and what dollar amounts those would be. Superintendent will revise and

present to the Board at the June 2022 meeting. Adding new positions on a part time and full-time basis were also discussed.

4. Letter from public member to Board member: Update. (Continuation of this item.) After lengthy discussion regarding Mr. Shaw's request, Superintendent was directed by Board to inform Mr. Shaw of the Board's decision made at prior meeting.

NEW BUSINESS:

5. Seal blacktop roads: Inform Board of quote amounts. Recommend sealing road and repairs. Superintendent requested three bids for repairing and sealing the cemetery asphalt roads. Shea Inc. quote was for \$36,218.00. Anderson Paving quote was for \$37,755.00. California Asphalt Paving Pros did not respond. Rick Carsey suggested that the availability of contractor and ability to complete by Memorial Day should be the deciding factor. After discussion a motion was made by Wesley Carlson to approve both quotes that were given and for Superintendent to select the contractor that can accommodate the cemetery's needs. Second by Tamara Jackson. All in favor. Motion carried.
6. Utility car: Inform Board of utility car quotes. Recommend purchasing utility car. Superintendent presented two quotes for the purchase of two utility cars. Hanford Equipment quoted \$16,000.00 for a 4 x 4 diesel. Nicks Custom Cars & Utility Vehicles quoted a price range of \$14,815 - \$17,407. Lawrence Tractor quoted \$10,297.82 for a John Deere gator (TS). A gator best fulfills the needs of the cemetery. Wesley Carlson said it is necessary to get three quotes on the gator. All agreed to revisit purchasing two gators at the June 2022 meeting.
7. Audit: Auditor Robert Dennis to present district audit to Board. Auditor Robert Dennis conducted a phone conference call. He presented the 2020-2021 fiscal year audit. The Board discussed the audit with Mr. Dennis. Mr. Dennis suggested using different software and that endowment care investment account with Thiesen/Dueker should be posted to QuickBooks.
8. May meeting: Recommend no meeting for the month of May 2022. Superintendent suggested not having a May 2022 meeting due to the amount of work necessary by staff for the Memorial Day event. A motion was made by Wesley Carson to skip the May 2022 Board meeting. Second by Tamara Jackson. All in favor. Motion carried.

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

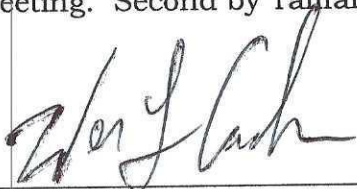
1. Wesley Carlson: None
2. Tamara Jackson: She would like to see a list of equipment needed by Superintendent so that the Board can prioritize the purchasing of said equipment.
3. Rick Carsey: He said he would send Superintendent some names to possibly contact regarding a man lift (boom).

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

BILLS FOR APPROVAL: Review all bills and sign checks for the period **April 15, 2022, through April 26, 2022**. A motion was made by Wesley Carlson to pay all bills. Second by Rick Carsey. All in favor. Motion carried.

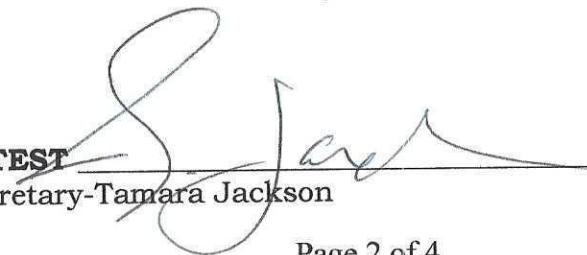
NEXT MEETING: Will be held on Tuesday, June 28, 2022, at 1:00 PM.

ADJOURN: There being no further business, a motion was made by Rick Carsey to adjourn the meeting. Second by Tamara Jackson. All in favor. Motion carried to adjourn at 3:48 PM.



Chairperson-Wesley Carlson

ATTEST



Secretary-Tamara Jackson