

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

MINUTES

The regular monthly Board of Trustees met on Tuesday, September 26, 2023, at 1:00 PM in the office of the Kingsburg Cemetery District.

The meeting was called to order by Vice Chairperson Tamara Jackson at 1:23 PM. Present were Secretary Wes Carlson, Vice Chairperson Tamara Jackson, Superintendent Carmen Rojas, Jr., and Office Manager Jennifer Santos. Chairperson Rick Carsey phoned to say that he was running late and arrived at 1:30pm.

PUBLIC INPUT: None

READING OF MINUTES: Minutes of the regular meeting from August 22, 2023, were reviewed. After a few minor corrections, a motion was made by Vice Chairperson, Tamara Jackson to approve the regular meeting minutes and seconded by Secretary, Wesley Carlson. All in favor, minutes were approved.

CORRESPONDENCE: None.

SUPERINTENDENT'S REPORT: Superintendent Carmen Rojas first explained that there were some issues with the AOWP (Adult Offender Work Program) workers complaining about work assignments. The Fresno County AOWP has training available, and he felt it would be beneficial to take some time and have all the cemetery employees attend. It was suggested to write up job descriptions and then verify each worker's abilities when assigning job duties.

Next Carmen Rojas Jr. explained that in a recent burial, a companion 2nd, when the grave was dug, tree roots had cracked the crypt, and he replaced the upper half with a new crypt at no additional charge to the customer. The Board was ok with that decision.

The original proposal from Theisen/Dueker regarding the amounts and investments of Endowment Care Funds was provided as requested by one of the Board members. A more detailed report was requested which details what parameters the cemetery must adhere to when investing these funds.

The Superintendent has narrowed down the applications for the new ground person and will decide soon.

The new DeWalt Air Compressor was purchased for \$830 and has passed the inspection. The electrical hook-up will be done by Power Design in the near future.

Board members were reminded of the classes that need to be completed.

Lastly, the C.A.C.P. awarded the office manager a scholarship to attend the Annual Education Seminar from October 5-October 8, 2023.

PLANNING WORKSHOP: Chairperson, Rick Carsey stated that Hal Lore Engineering (Civil Engineer) would not be working on our site plan and should send out additional bids. No expenses have yet been incurred regarding the project. Secretary, Wes Carlson noted that design people will need to be separate from the scope of the project. Design vendors versus the vendor who actually does the work needs to remain separate.

OLD BUSINESS:

1. Fresno County Treasury and Bank of America accounts: Inform Board of amounts in these accounts. Bank of America checking balance \$53,538.32, Bank of America Enhancement (savings) account balance is \$786,641.97, Fresno County Treasury balance is \$1,438,976.54. A transfer of funds was not needed at this time. Vice Chairperson, Tamara Jackson requested that the bank balances be printed on the agenda rather than have them read to the board.
2. Land Pride Mower: Board was shown four (4) quotes received. Two (2) for a Land Pride Mower and two (2) for a Frontier Mower which is comparable. Superintendent will be ordering the

lowest priced mower, a Frontier FM 4012 Flex Wing Grooming Mower from Lawrence Tractor in Visalia, CA.

3. Review Kingsburg Cemetery Labor Costs for Burials: After some discussion, the new cost for a cremation burial for the labor portion (Open/Close + Installation) will be \$460.00.
4. Moving Checking & Savings accounts to local bank: Updated Board. Citizen's Bank requested information regarding fees being charged for credit card transactions. Statements were provided, so now we are waiting for the bank to respond.

NEW BUSINESS:

1. City of Kingsburg/Mid-Valley Disposal: Informed Board of a letter received from the City of Kingsburg/Mid-Valley Disposal regarding SB 1383, California's Mandatory Commercial Organics Recycling Law. After discussion, it was decided to go ahead and submit the waiver form.
2. Special District-Organization Data Sheet: The Board signed the Special District-Organization Data sheet for Freno County.
3. Local church request to hold service on cemetery grounds: It was decided that the church will hold the service on November 2, 2023, at 12:00 noon. Also, no fees will be charged to the church if there is a need to have the cemetery canopy and chairs set up.
4. Disinterment: After reviewing Article 2, Section 7525 (consent to removal), the surviving adult children who wish to remove their father's cremains have the right to do so no matter who the burial rights owners are. Disinterment work will proceed once the cemetery receives the proper documentation and the fee has been paid.

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

1. Wesley Carlson: Asked for a status of when the gate will be repaired.
2. Tamara Jackson: none
3. Rick Carsey: none

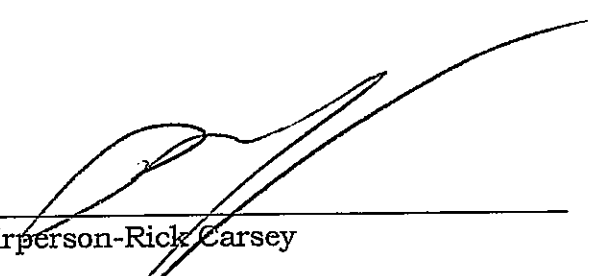
****Note:** Chairperson, Rick Carsey had to leave the meeting at 3:30pm due to some personal business.

ACCOUNT BALANCES, INCOME, and EXPENSES: please see **Profit & Loss, Balance Sheet, Sales by Item Summary, Deposit Detail, & Check Detail** reports for the month of **August 2023**.

BILLS FOR APPROVAL: Review all bills and sign checks for the period **September 15, 2023, through September 24, 2023**. A motion was made by Wes Carlson to pay all bills provided. Seconded by Tamara Jackson. All in favor. Motion carried.

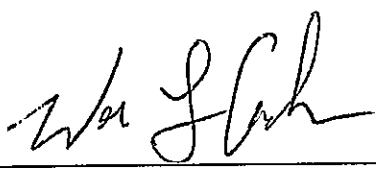
NEXT MEETING: The next meeting will be held on Tuesday, October 24, 2023, at 1:00 PM.

ADJOURN: There being no further business, a motion was made by Tamara Jackson to adjourn the meeting. Second by Wes Carlson. All in favor and approved. The meeting was adjourned at 4:06pm.



Chairperson-Rick Carsey

ATTEST



Secretary-Wes Carlson

AGENDA