

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

MINUTES

The regular monthly Board of Trustees met on Tuesday, January 23, 2024, at 1:00 PM in the office of the Kingsburg Cemetery District.

The meeting was called to order by Chairperson Rick Carsey at 1:02 PM. Present were Secretary Wes Carlson, Vice Chairperson Tamara Jackson, Superintendent Carmen Rojas, Jr., and Office Manager Jennifer Santos.

PUBLIC INPUT: None

READING OF MINUTES: Minutes of the meeting from December 5, 2023, were reviewed by all present. After minor corrections, a motion was made to approve the minutes by Secretary, Wesley Carlson and seconded by Vice Chairperson, Tamara Jackson. All in favor, motion carried.

CORRESPONDENCE: None.

SUPERINTENDENT'S REPORT: Superintendent Carmen Rojas informed the Board that the pillar for the gate has been ordered. Approximately 6" of sidewalk on two (2) sides of the old pillar was cut and removed so the remaining pillar "stump" could be dug out and removed. S&S Metal Fabrication, Inc. will build and install the 8' of iron fence plus the track for the gate to roll on. A check for part of the repair costs has been received from Coast National Insurance =\$9,922.74.

Also, a jacket plus uniforms were ordered for the new groundman, once he stated he would like to stay as an employee at the cemetery.

PLANNING WORKSHOP: Chairperson, Rick Carsey provided a RFI (Request for Information) proposal for hiring a Civil Engineer for the development project. This will be posted on the cemetery office door and on the Kingsburg Cemetery website. The due date to respond is set as March 1, 2024.

OLD BUSINESS:

1. Fresno County Treasury and Bank of America accounts: Inform Board of amounts in these accounts. Bank of America checking balance \$41,001.04, Bank of America Enhancement (savings) account balance is \$786,668.25, Fresno County Treasury balance is \$1,468,649.38. The Board was notified that \$148,012.19 was received since the last meeting in property tax. After discussion of upcoming bills and payroll needs until the next board meeting, a motion was made by Vice Chairperson, Tamara Jackson to transfer \$25,000 and seconded by Chairperson Rick Carsey. All in favor, motion carried.
2. Moving Checking & Savings accounts to local bank: Accounts at Bank of America in Selma, CA. will be moved to WestAmerica Bank in Kingsburg. Each of the Board members completed a Personal Information sheet and the Kingsburg Cemetery District Chairperson signed a letter as requested by WestAmerica as formal notification of who are our Board members and who will be signers on the accounts. Superintendent, Carmen Rojas will return this information in person to the bank.

NEW BUSINESS:

1. The Board elected the new 2024 slate of officers: Tamara Jackson as Chairperson, Wes Carlson as Vice Chairperson and Rick Carsey as Secretary after a motion was made by Wes Carlson to accept the new slate of officers and seconded by Rick Carsey. All in favor, motion approved.
2. Annual Form 700: The Board was informed that their 2023 Form 700s are due April 1, 2024. Each member received a blank Form 700 along with a copy of their 2022 Form 700 to use a reference.

3. Dirt Compactor worn out: After information was provided and discussion, a motion to purchase a dirt tamper/compactor for \$4,000 or less was made by Wes Carlson. The motion was seconded by Rick Carsey. All in favor, motion carried.
4. City of Kingsburg/Mid-Valley Disposal: Board was informed the Kingsburg Cemetery District received an approved Waiver Certification Form from the City of Kingsburg for SB 1383, California's Mandatory Commercial Organics Recycling, signed by the Public Works director. A copy of the waiver was presented to the Board.
5. Hiring a Part-time Outside Employee: Since one of the current full-time cemetery grounds men will be out on an estimated 2 month leave after the end of February, Superintendent, felt it would be beneficial and prudent to hire a new person for about 30 hours each week. After some discussion, a motion to approve the hiring of a part-time employee was made by Wes Carlson and seconded by Tamara Jackson. All in favor, motion carried.

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

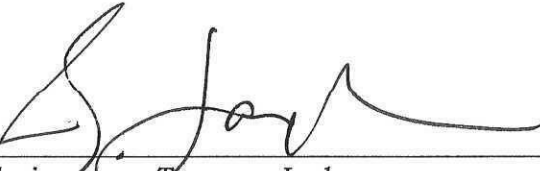
1. Wesley Carlson: none
2. Tamara Jackson: Informed of compliment about the cemetery grounds maintenance by a local member of the public.
3. Rick Carsey: none

ACCOUNT BALANCES, INCOME, and EXPENSES: please see **Profit & Loss, Balance Sheet, Sales by Item Summary, Deposit Detail, & Check Detail** reports for the month of **January 2024**.

BILLS FOR APPROVAL: Review all bills and sign checks for the period **January 16, 2024**, through **January 23, 2024**. A motion was made by Tamara Jackson to pay all bills provided. Seconded by Wes Carlson. All in favor. Motion carried.

NEXT MEETING: The next meeting will be held on Tuesday, February 27, 2024, at 1:00 PM.

ADJOURN: There being no further business, a motion was made by Tamara Jackson to adjourn the meeting. Seconded by Rick Carsey. All in favor and approved. The meeting was adjourned at 3:32pm.



Chairperson-Tamara Jackson

ATTEST



Secretary-Rick Carsey