

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

MINUTES

The regular monthly Board of Trustees met on Tuesday, December 5, 2023, at 1:00 PM in the office of the Kingsburg Cemetery District.

The meeting was called to order by Chairperson Rick Carsey at 1:04 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 regular meeting from October 25, 2023, were reviewed. A motion was made by Secretary, Wesley Carlson and seconded by Chairperson, Rick Carsey to approve the regular meeting minutes. All in favor, motion carried.

CORRESPONDENCE: None.

SUPERINTENDENT'S REPORT: Superintendent Carmen Rojas notified the Board that the new mower, a Frontier FM 4012 Flex Wing Grooming Mower from Lawrence Tractor was delivered on November 15th at a cost = \$21,379.25.

Carmen then gave an update to the Board about the gate and fence damage and repair. The insurance company, Bristol West gave the go ahead to submit the cost quotes for the repair and they would then issue the cemetery a check.

Next an update was given about the newly hired employee. It was also mentioned that beginning January 1, 2024, the State of California has increased the minimum wage for all employers to \$16.00 per hour and the amount of mandatory paid sick leave up to 5 days/40 hours per year, which is still less than what the Kingsburg Cemetery policy provides.

Lastly, Carmen reminded Board members of the necessary training that needs to be completed.

PLANNING WORKSHOP: Chairperson, Rick Carsey stated that we need to obtain a Title Report of the Kingsburg Cemetery property if we don't already have one. The next step is to hire a civil engineer to plan the design of the property including site drainage, utilities etc. Board member Wesley Carlson requested both rates and estimates be part of the RFQs (requests for qualifications) be provided. An updated floor plan for the new office and shop will be provided at the next meeting and invitations for proposals can be made then. It was suggested that we post the RFQs on the cemetery office door and on our website. No expenses have yet been incurred regarding the project.

OLD BUSINESS:

1. Fresno County Treasury and Bank of America accounts: Inform Board of amounts in these accounts. Bank of America checking balance \$30,036.96, Bank of America Enhancement (savings) account balance is \$786,661.57, Fresno County Treasury balance is \$1,360,637.19. After discussion of upcoming bills and payroll needs until the next board meeting, a motion was made by Chairperson, Rick Carsey to transfer \$40,000 and seconded by Secretary, Wesley Carlson. All in favor, motion approved.
2. Moving Checking & Savings accounts to local bank: An update was given to the board about transferring the accounts to a local bank and costs for changing the credit card processing. The Board would like to see the move happen as soon as possible.

NEW BUSINESS:

1. Group Health Plan: The Board was provided a copy of a synopsis of the current employee health insurance plan which will have an increase of 14% beginning January 1, 2024, along with a variety of other plan options. After discussion, it was decided to continue with the current

variety of other plan options. After discussion, it was decided to continue with the current employee health insurance plan.

2. **Block Six Spaces Available:** The Board was informed of spaces in Block#6 in the Veterans area, previously set aside for a walkway to the Veterans Memorial and staging area, that could potentially be sold as burial spaces. All in attendance went out onto the cemetery grounds to review the area and the potential spaces. After discussion, the Board agreed that once measurements were made, the plots below the monument could be opened for sale while reserving the section considered as the walkway to the Veterans Memorial, would remain unsellable.
3. **Potential Price Increase:** A spreadsheet detailing the cemetery costs regarding the Giant Urn cremation burial labor and cremation disinterment labor fees was provided to the Board. After review of provided rate analysis, a motion was made by Secretary Wesley Carlson to increase burial fee for a Giant Urn open/closing cost =\$337 and installation labor cost =\$225 and the Disinterment labor fees for a Large Urn to be \$470 and a Giant Urn \$573. The motion was seconded by Vice Chairperson Tamara Jackson. All in favor, motion carried.
4. **C.S.D.A. (California Special Districts Association) Leadership Academy:** The Board was informed of the upcoming Leadership Academy in 2024. No Board members were interested in attending.
5. **Holiday Gate Schedule:** The Board was asked if they were interested and able to open & close the cemetery gates for the Christmas and New Years' holiday weekends. After discussion, each member chose the days they would be available, and a schedule was made. No action was taken.

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

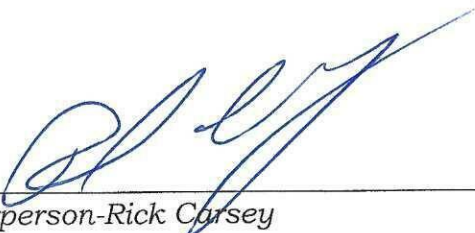
1. Wesley Carlson: It was suggested that the first Tuesday of December, the 3rd, be assigned as the November/ December combined meeting in 2024.
2. Tamara Jackson: none
3. Rick Carsey: none

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


BILLS FOR APPROVAL: Review all bills and sign checks for the period **December 1, 2023** through **December 5, 2023**. A motion was made by Tamara Jackson to pay all bills provided. Seconded by Rick Carsey. All in favor. Motion carried.

NEXT MEETING: The next meeting will be held on Tuesday, January 23, 2024, 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 3:02pm.



Chairperson-Rick Carsey

ATTEST 

Secretary-Wes Carlson