

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

MINUTES

The regular monthly Board of Trustees met on Tuesday, June 28, 2022, at 1:00 PM in the office of the Kingsburg Cemetery District.

MEETING was called to order by Chairperson Wesley Carlson, at 1:00 PM. Also present were Board member, Secretary Tamara Jackson, Superintendent Carmen Rojas, Jr., and Office Manager Jennifer Santos. Board member Rick Carsey called and was in transit. He arrived at 1:11pm.

PUBLIC INPUT: None

Minutes of the April 26, 2022, meeting was reviewed by those present. Motion was made by Wes Carlson to approve the minutes with a minor correction. Second by Tamara Jackson. All in favor. Motion carried.

CORRESPONDENCE: none

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

1. Cemetery road work was completed. Details were provided by Superintendent regarding the work that was done.
2. Mr. Shaw's memento request-Updated board on notification to Mr. Shaw of board's decision.
3. Superintendent explained that some of the cemetery equipment needs replacing. 1974 David Brown tractor needs to be replaced since KCD is having trouble obtaining parts for repairs. The same is true for the 1980 John Deere tractor. Superintendent Carmen Rojas noted that the air board is requiring that KCD's backhoe must be out of service by 01/01/2028. Rick Carsey said that grants may be available, and it would be best to go through the equipment dealer for application of the grant(s). Tamara Jackson suggested that due to an increase in prices and availability issues, KCD should consider both new and used equipment options. Discussion was made about the possibility of having to turn in the old equipment to be able to purchase new equipment with the grant money. Wes Carlson mentioned that KCD needs to do formal bids and to provide details to the board as to why the chosen equipment would be the best deal for Kingsburg Cemetery District.
4. 4. Salary Tiers: Supervisor Carmen Rojas asked that July 1, 2022, that current employee Karl McKennie be raised up to \$18.00 per hour from \$16.66 and Sam Garcia be raised to \$20.00 per hour from \$18.77. A salary tier was provided. Approval of salary tiers or pay changes could not occur at this time. Wes Carlson noted that they must be on the agenda and pay increases need to be included in the KCD proposed budget that is to be presented at the next board meeting.

PLANNING WORKSHOP: Board to discuss ideas and goals for future cemetery development. Rick Carsey said the site plan is unavailable at this time. It is OK for Carmen to sign and submit the Operational Statement Questionnaire to the City of Kingsburg. Rick Carsey will be the principal contact for the project. Some discussion was made about what board members would like to see included in the project. Rick Carsey estimates the cost of the new project to run \$750,000.

OLD BUSINESS:

1. Fresno County Treasury and Bank of America accounts: Inform Board of amounts in these accounts. Fresno County balance is \$1,378,170.42. Bank of America Enhancement account balance is \$702,548.86. Bank of America checking account has a balance of \$21,143.78. Superintendent requested a transfer from Fresno County to B of A checking of \$40,000.00. A

- checking. Second by Tamara Jackson. All in favor. Motion carried.
2. Credit/ Debit Card: Update Board. Superintendent Carmen Rojas is waiting for a reply from Bank of America regarding the details on the training in the use of the Clover credit card processing machine and if and how transactions are recorded in QuickBooks. He has attempted contact with B of A numerous times.
 3. Utility Cars: Supervisor will check back with the 3 vendors: Midland Tractor, Lawrence Tractor & Hanford Equipment to check on availability.
 4. Appointment at B of A: An appointment was made regarding updating the signature card for the B of A Enhancement account for Friday, July 1, 2022 @ 3:30 PM. Both Wes Carlson & Rick Carsey stated they would like to mail the information to change the cards and not go to the bank in person.
 5. Agreement with Tulare County: Sign new agreement for indigent burials at Traver Cemetery. Agreement was signed by 2 board members and Superintendent.

NEW BUSINESS:

1. Special Meeting Minutes: Meeting held June 7, 2022. All 3 board members present read the special meeting minutes and they were approved as written.
2. Special District Data Sheet: An updated data sheet for Fresno County Auditor-Controller/ Treasurer-Tax Collector was signed and changes were made regarding board positions and titles.

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

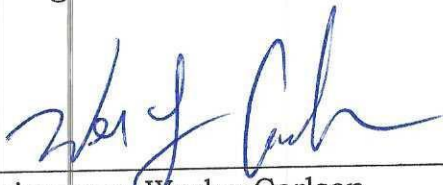
1. Wesley Carlson: Wes asked new Office Manager, Jennifer Santos how things were going and if there was anything she needed assistance with.
2. Tamara Jackson: None.
3. Rick Carsey: None

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

BILLS FOR APPROVAL: Review all bills and sign checks for the period **June 15, 2022 through June 28, 2022.** A motion was made by Wesley Carlson to pay all bills. Second by Tamara Jackson. All in favor. Motion carried.

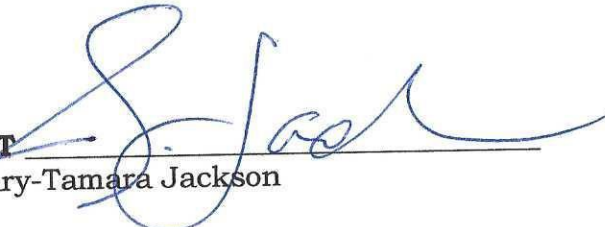
NEXT MEETING: Due to scheduling conflicts the next meeting will be held on Thursday, July 21, 2022, at 1:00 PM, instead of Tuesday, July 28, 2022.

ADJOURN: There being no further business, a motion was made by Wes Carlson to adjourn the meeting. Second by Tamara Jackson. All in favor. Motion carried to adjourn at 2:30 PM.



Chairperson-Wesley Carlson

ATTEST



Secretary-Tamara Jackson