

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

**MINUTES**

The regular monthly Board of Trustees meeting, which was scheduled on Tuesday, June 25, 2024, and was held in the office of the Kingsburg Cemetery District.

The meeting was called to order by Chairperson Tamara Jackson at 1:04pm. Present were Chairperson Tamara Jackson, Vice Chairperson Wes Carlson, Secretary Rick Carsey, Superintendent Carmen Rojas, Jr., and Office Manager Jennifer Santos.

**PUBLIC INPUT:** None.

**READING OF MINUTES:** Minutes of the meeting from April 23, 2024, were reviewed by all present. A motion was made to approve the minutes by Chairperson Tamara Jackson and seconded by Vice Chairperson Wes Carlson. All in favor, motion carried.

**CORRESPONDENCE:** Informed the Board of a complaint received by email regarding the condition of the cemetery grounds. Also, copies of the California Special District magazine were distributed to the Board members.

**SUPERINTENDENT'S REPORT:** 1.) Superintendent Carmen Rojas informed the Board that staff is working on a Workplace Violence Prevention Plan for KCD. A template was provided by SDRMA. Vice Chairperson Wesley Carlson requested a copy of the template to be sent to him for review. 2.) Informed the Board that, except for Endowment Care cost (\$225), the Veterans Administration (VA) will cover all costs for burial for the Korea War KIA veteran that was recently identified and interred at the Kingsburg Cemetery. Board member Rick Carsey stated that he would donate the money for the Endowment Care fee. KCD staff will invoice Mr. Carsey. 3.) Informed the Board that (outside) cemetery employees will be working from 6am-3pm daily during the summer heat. 4.) Informed Board of issue with our email provider. The Board made a suggestion on how to move forward. 5.) Informed Board of CSDA Annual Conference to be held in Indian Wells, CA in September 2024. The Board suggested that Superintendent Carmen Rojas, Jr. attend. 6.) Informed Board member of two (2) uncleared checks for member compensation from the Bank of America account. It was stated that they were lost, so a new check was reissued to the Board member. 7.) Reminded Board member of training that needs to be completed (harassment prevention and ethics).

**PLANNING WORKSHOP:** Secretary Rick Carsey requested and was provided a copy of the Condition of Title report that was received from Chicago Title.

**OLD BUSINESS:**

1. Fresno County Treasury and Bank of America accounts: Inform Board of amounts in these accounts. Bank of America checking balance \$89,792.62 (\$29,792.23 after \$60,000.00 check written to WestAmerica Bank), Bank of America Enhancement (savings) account balance is \$786,700.91. WestAmerica Bank checking account \$55,778.25 (after \$60,000 transfer deposit and bills paid at meeting) & WestAmerica Bank savings \$190. Fresno County Treasury balance is \$1,551,398.19. A motion to transfer \$60,000 from BofA to WestAmerica Bank was made by Vice Chairperson Wes Carlson and seconded by Chairperson Tamara Jackson. All in favor, motion carried.

**NEW BUSINESS:**

1. Irrigation Issues: After informing the Board of sand issues, a motion was made by Rick Carsey to move forward with the purchase and installation of a Roto Metal Screen Filter as recommended by Woodcock Pump Company at a cost of \$5,244.00. Seconded by Wes Carlson. All in favor, motion carried. Woodcock Pump will be paid ½ of the invoice upfront as a downpayment to order parts.

2. Potential Crypt/Urn Cost Increase: After information was provided regarding both the current vendor cost increase and the recent quality issues, discussion was had, and it was stated that staff hold off on an increase at this time and was directed to check pricing of competitor vendors. Item was tabled for future review.
3. Preliminary Budget: After review and discussion, no action was taken. Item was tabled until the next regular meeting.
4. Potential Disinterment: After details were provided to the Board, a motion to approve the disinterment was made by Secretary Wes Carlson and seconded by Chairperson Tamara Jackson. All in favor, motion carried.
5. Closed Session/KCD Employee Performance Evaluations: The Board reviewed KCD employee evaluations in closed session and evaluated the Superintendent's job performance. Back to open session.
6. Cost Of Living Adjustment (COLA): After discussion, a motion was made by Wes Carlson to approve a 3.2% COLA increase 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: It was asked if the potholes on Clarkson Avenue by the cemetery are a county issue. Yes, it is, but we are unsure as to which county, therefore staff will look into it.
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 and May 2024**.

**BILLS FOR APPROVAL:** Review all bills and sign checks for the period **June 16, 2024**, through **June 25, 2024**. 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, July 23, 2024, at 1:00pm.

**ADJOURN:** There being no further business, a motion was made by Wes Carlson to adjourn the meeting. Seconded by Rick Carsey. All in favor, motion carried the meeting was adjourned at 3:45pm.

  
Chairperson-Tamara Jackson

ATTEST

  
Vice Chairperson-Wes Carlson