

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

MINUTES

The regular monthly Board of Trustees met on Tuesday, December 6, 2022, at 1:00PM in the office of the Kingsburg Cemetery District (KCD).

Meeting was called to order by Chairperson Wesley Carlson, at 1:04 PM. All Board Members and Superintendent, Carmen Rojas, Jr. were present as well as Office Manager, Jennifer Santos.

PUBLIC INPUT: None

Minutes of the October 25, 2022, meeting was reviewed by those present. A motion was then made by Rick Carsey to approve the minutes as written. Seconded by Secretary, Tamara Jackson. All in favor. Motion carried.

CORRESPONDENCE: Office Manager, Jennifer Santos will attend the C.A.P.C (California Association of Public Cemeteries) Annual Conference for three nights to be held in Seaside, CA in March 2023. Two Board members expressed possible interest in attending as well.

SUPERINTENDENT'S REPORT: Inform and updated Board:

1. Informed Board member of upcoming term expiration in January 2023. Board member stated that the application was already submitted.
2. Informed Board that Colorado's Auto Repair had repaired the 1-Ton truck at a cost of \$1,805.05. Both cylinder heads were replaced.
3. Informed Board that Kubota M4700 tractor was picked-up for repairs by Hanford Equipment.

PLANNING WORKSHOP: Board member is working with the City of Kingsburg and drawings may be ready for the January 2023 meeting. Landscape plan was submitted listing drought tolerant plants and all drip irrigation by the office complex.

OLD BUSINESS:

1. Fresno County Treasury and Bank of America accounts: Inform Board of amounts in these accounts. Recommend transfer. Fresno County balance is \$1,286,612.99. Bank of America Enhancement (savings) account balance is \$748,584.57 and includes a deposit of \$24,000.00; the final deposit for 2022. Total transfers in 2022 =\$84,000.00. Bank of America checking account has a balance of \$44,619.01. A motion was made by Tamara Jackson to transfer \$55,000 from Fresno County Treasury account to B of A checking and was seconded by Rick Carsey. All in favor, motion carried.
2. West Side Irrigation Well: Informed Board of issues with the west side irrigation well and the estimated repair cost from A&S Pump Service. After discussion, a motion was made by Wes Carlson to amend the budget line item (5130: Maintenance-Building & Ground Improvement) by \$9,0000 to cover the cost. Motion was seconded by Tamara Jackson. All in favor, motion carried. A second motion was made by Wes Carlson to approve the repairs west side well repairs and seconded by Tamara Jackson. All in favor, motion carried.
3. Large Gathering on Cemetery Grounds: Rick Carsey spoke about potentially having Kingsburg Cemetery ordinances posted which, if violated by the public, would better enable law enforcement to act. It may also be a benefit to write an article in the local Dala Monthly paper about being mindful that this is a public cemetery and to show respect for both the people visiting and the people interred here and possibly ask the public for suggestions.

NEW BUSINESS:

1. Closed Session: Board reviewed in a closed session, employee job performance evaluations and evaluated Superintendent, Carmen Rojas' job performance. No action was taken.
2. Cost of Living Adjustment (COLA): COLA for 2022 was 8.7%. After discussion, Tamara Jackson made a motion to approve a COLA increase for all employees of 5% beginning January 1, 2023 and then revisiting the current COLA rate in April 2023. If the COLA rate is still above 5% in April 2023, then the additional percentage would be the increase for all employees at that time. Rick Carsey seconded the motion. All in favor, motion carried.
3. Group Health Insurance Plan: All health insurance plan options for the next calendar year were provided to the Board and after discussion a motion was made by Rick Carsey to retain the same health insurance plan with the 4.3% increase to the cost. The motion was seconded by Tamara Jackson and carried.
4. Tractor Quotes: After discussion and instruction, a motion was made by Wes Carlson to allow the Superintendent to purchase a new tractor, based on the Cemetery's needs, with a cost under \$30,000. Seconded by Tamara Jackson. All in favor, motion carried.

*Due to a prior appointment, Chairperson, Wesley Carlson had to leave at 3:25pm. The balance of the Board meeting was completed without his attendance.

5. Memorial Marker not within KCD policy dimensions: A motion was made by Rick Carsey to accept the marker if the family signs a letter releasing KCD from any liability. Tamara Jackson seconded the motion. Motion carried.

6. Letter of Authorization for Pesticide Permit: A letter of authorization was not needed to renew KCD's pesticide permit. A new annual permit was obtained.

7. Holiday Gate Schedule: The Board made a schedule amongst themselves as to who would open and close the Cemetery drive-in gates for both the Christmas and New Year Holiday weekends.

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

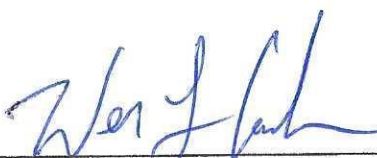
1. Wesley Carlson: none
2. Tamara Jackson: Asked about Harassment Training notification.
3. Rick Carsey: none

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 and November 2022.**

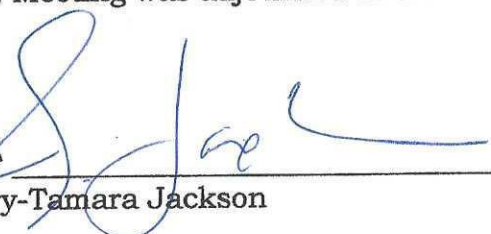
BILLS FOR APPROVAL: Review all bills and sign checks for the period December 1, through December 6, 2022. A motion was made by Rick Carsey to pay all bills provided. Second by Tamara Jackson. All in favor. Motion carried.

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

ADJOURN: There being no further business, a motion was made by Rick Carsey to adjourn the meeting. Second by Tamara Jackson. Motion carried. Meeting was adjourned at 3:50 PM.



Chairperson-Wesley Carlson



ATTEST
Secretary-Tamara Jackson