

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

**MINUTES**

The regular monthly Board of Trustees meeting, which was on Tuesday, December 18, 2024, and was held in the office of the Kingsburg Cemetery District.

The meeting was called to order by Chairperson Tamara Jackson at 1:08pm. 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 October 22, 2024, were reviewed by all present. A motion was made to approve the minutes by Chairperson Tamara Jackson and seconded by Vice Chairperson Rick Carsey. All in favor, motion carried.

**CORRESPONDENCE:** None

**SUPERINTENDENT'S REPORT:**

1.) Reminder Postcards: Board was asked if they feel it is necessary to send both the meeting reminder postcards *and* the agenda for each meeting. The consensus was that the postcards are unnecessary & the going forward the staff will only need to send the agenda.

2.) Form 700 Mandatory Electronic Filing with the FPPC, starting January 1, 2025: Informed Board.

3.) 2025 Board Meeting Schedule: Board was provided the 2025 meeting schedule.

4.) Clarkson Avenue Potholes: Board was informed on progress regarding pothole repair and discussions with the City of Kingsburg and the County of Tulare.

5.) Intuit QuickBooks Payroll Subscription Increase: Informed Board of increase from \$850 to \$1,100 per year for the cemetery's QuickBooks Desktop payroll annual subscription.

**PLANNING WORKSHOP:** Per Trustee Rick Carsey, his meeting with Engineer Hal Lore had been cancelled so no update at this time.

**OLD BUSINESS:**

1. Fresno County Treasury and WestAmerica Bank accounts: Inform Board of amounts in these accounts. WestAmerica Bank checking account \$37,521.42 & WestAmerica Bank savings \$786,905.89. Fresno County Treasury balance is \$1,454,860.28. A transfer of \$40,000 was requested. Tamara Jackson made a motion to transfer \$40,000 from Fresno County Treasury account to the WestAmerica Bank checking account. It was seconded by Rick Carsey. All in favor, motion carried.

2. Electric Vehicle Grant: After discussion, questions were raised regarding the application and resolution and the Board asked that Superintendent report back at the January 2025 meeting.

**NEW BUSINESS:**

1. Fiscal Year 2023-2024 Financial Audit: Auditor Garry Riezebos reviewed the audit with the Board. After some questions and answers, Wes Carlson made a motion was made to approve the audit with a correction on page#14. Seconded by Tamara Jackson. All in favor, motion carried.

2. Closed Session, Employee Matter: Discussion only, no action taken. Back to open session.

3. Group Health Plan: 2025 health insurance options & costs were provided to the Board. After discussion, Wes Carlson moved to approve the renewal of our current health insurance with the 10.3% cost increase. Seconded by Rick Carsey. All in favor, motion carried.

4. California Association of Public Cemeteries (CAPC): Informed Board of CAPC's 67<sup>th</sup> annual conference location, dates, and topics to be covered. Board suggested the Superintendent to attend.

5. Crypt & Urn Price Increase: After discussion and review of proposed price increases for crypts and urns, a motion was made by Rick Carsey to approve the cemetery's resale price increases as

illustrated and seconded by Tamara Jackson. All in favor, motion carried.

6. Pesticide Operator Identification Number Application (renewal): Board member signed Letter of Authorization to renew Kingsburg Cemetery's permit.

7. Holiday Gate Schedule: Board members selected the dates to open & close the cemetery drive-in gates for the Christmas and New Years' holidays.

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

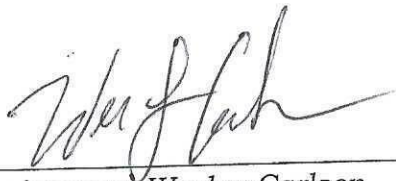
1. Wesley Carlson: none
2. Tamara Jackson: Asked about the women's restroom toilet tank lid.
3. Rick Carsey: none

**ACCOUNT BALANCES, INCOME, and EXPENSES:** please see **Profit & Loss, Balance Sheet, Sales by Item Summary, Deposit Detail, & Check Detail**, plus check registers for both the Bank of America and WestAmerica checking accounts reports for the month of **October & November 2024**.

**BILLS FOR APPROVAL:** Review all bills and sign checks for the period **December 15, 2024**, through **December 18, 2024**. A motion was made by Tamara Jackson to pay all bills provided. Seconded by Rick Carsey All in favor. Motion carried.

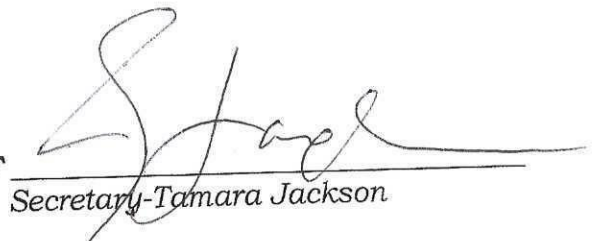
**NEXT MEETING:** The next meeting will be held on Tuesday, January 28, 2025, at 1:00pm.

**ADJOURN:** There being no further business, a motion was made by Tamara Jackson to adjourn the meeting. Seconded by Rick Carsey. All in favor, motion carried the meeting was adjourned at 3:20pm.



Chairperson-Wesley Carlson

**ATTEST**



Secretary-Tamara Jackson