

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

MINUTES

The regular monthly Board of Trustees meeting, which was scheduled on Tuesday, July 23, 2024, and was held in the office of the Kingsburg Cemetery District.

The meeting was called to order by Chairperson Tamara Jackson at 1:10pm. Present were Chairperson Tamara Jackson, Vice Chairperson Wes Carlson, Superintendent Carmen Rojas, Jr., and Office Manager Jennifer Santos. Secretary Rick Carsey arrived late at 2:10pm.

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: None.

SUPERINTENDENT'S REPORT: 1.) Updated the Board that cemetery staff responded to the email about the condition of the cemetery grounds with a reply email. The complainant was invited to come to the cemetery office to discuss their concerns further, however, there has been no response. 2.) Superintendent Carmen Rojas informed the Board that the Roto Metal Screen Filter for the East well irrigation system has been installed by Woodcock Pump Company and is now in service. 3.) Informed Board that Road Maintenance & Operations of Fresno County was notified about potholes and issues with Clarkson Avenue along the cemetery. A work order is on their calendar & Road Maintenance will verify that this is in Fresno County. 4.) Informed Board of CUPA/CERS (Hazardous Waste/Materials Storage & Disposal) random inspection results. The cemetery was asked to purchase safety labels for the fuel tanks and to change the hazardous waste storage inspection from monthly to weekly. 5.) Notified Board that the approved disinterment has been completed on Friday, July 17th. A representative from Salser & Dillard Creighton Chapel was present 6.) Informed Board of a no service (drop off) burial.

PLANNING WORKSHOP: No update was provided.

OLD BUSINESS:

1. Fresno County Treasury and Bank of America accounts: Inform Board of amounts in these accounts. Bank of America checking balance \$28,760.80, Bank of America Enhancement (savings) account balance is \$786,707.36. WestAmerica Bank checking account \$21,799.99 & WestAmerica Bank savings \$185. Fresno County Treasury balance is \$1,551,398.19. A motion to transfer \$40,000 from Fresno County to WestAmerica Bank was made by Chairperson Tamara Jackson and seconded by Vice Chairperson Wes Carlson. All in favor, motion carried.
2. Budget FY 2024-2025: After much discussion, a motion was made by Tamara Jackson to approve the FY 2024-2025 budget and was seconded by Wes Carlson. All in favor, motion carried.

NEW BUSINESS:

1. Memorial Marker: Informed the Board the cost to add the name of the recently interred KIA Korean War Veteran to Kingsburg Cemetery's Memorial wall, between \$100-\$125. The Board stated they would cover this cost if the local American Legion and/ or VFW (Veterans of Foreign Wars) posts do not. Also informed Board of plan to clean/ restore the War Memorial. Additional information will be provided at a later Board meeting.
2. Violence Prevention Plan: After some discussion, a motion for staff to develop and implement a plan without further Board action was made by Tamara Jackson and seconded by Wes Carlson. All in favor, motion carried.

3. Fresno County Special District/Organization Data Sheet: An updated form was provided to the Board and signed. The Superintendent will hand deliver the updated form to the Fresno County Auditor-Controller Special Accounting Division.

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

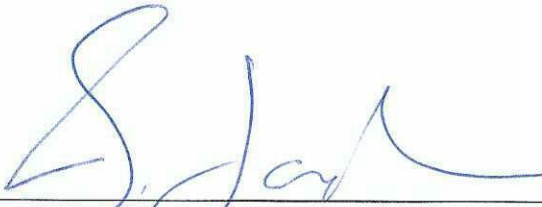
1. Wesley Carlson: It was suggested that any old & broken equipment in the shed be disposed of.
2. Tamara Jackson: none
3. Rick Carsey: none

ACCOUNT BALANCES, INCOME, and EXPENSES: please see **Profit & Loss, Balance Sheet, Sales by Item Summary, Deposit Detail, & Check Detail** reports for the month of **June 2024**.

BILLS FOR APPROVAL: Review all bills and sign checks for the period **July 16, 2024**, through **July 23, 2024**. A motion was made by Tamara Jackson to pay all bills provided. Seconded by Wes Carlson All in favor. Motion carried.


NEXT MEETING: The next meeting will be held on Tuesday, August 27, 2024, 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 2:30pm.



Chairperson-Tamara Jackson

ATTEST



Secretary-Rick Carsey