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

MINUTES

The regular monthly Board of Trustee meeting of Tuesday, September 22, 2026, was called to order at 1:09pm by Vice Chairperson, Tamara Jackson in the office of the Kingsburg Cemetery District. Present were Vice Chairperson, Tamara Jackson, Secretary, Wesley Carlson, Superintendent, Carmen Rojas, Jr. and Office Manager, Jennifer Santos. Chairperson, Rick Carsey was absent.

PUBLIC INPUT: None

CORRESPONDENCE: None.

READING OF MINUTES: A motion to approve the minutes with a minor correction was made by Tamara Jackson and seconded by Wesley Carlson. All in favor, motion carried.

SUPERINTENDENT REPORT: 1.) Informed the Board that the septic tank was pumped by GoodGuys Plumbing at a cost of $2,360.00. Initially, Willy D's Plumbing was called out and "snaked" the line with no success. It was determined that the problem was with the septic tank itself. Cost of Willy D's Plumbing was $315.00. 2.) Payment in full was received from State Farm Mutual Auto Insurance for the repair to the damaged block wall and was deposited into the District's WestAmerica checking account August 28,2026. Amount was $2,900.00. 3.) Informed the Board that approximately ½ of a 55-gallon drum of 30wt. motor oil originally purchased November 4, 2024, was missing and presumed stolen. Board suggested we determine a way to "lock" the oil drum and maintain a log to indicate amount of oil being used for maintenance of the equipment. 4.) Board was informed that the financial auditor (Adair & Evans) had come out on September 16, 2026, to perform the 2025-2026 fiscal year audit. A small salary error was found dated November 2025. A paycheck for the correction was issued and was included in the bills to be paid at this meeting. 5.) Informed the Board of the Superintendent's visit to the Fresno County Board of Supervisors checking on applications received for the cemetery Board of Directors upcoming vacancy. No applications have been received. 6.) Informed Board that all KCD employees will resume our regular work hours of 7:30am-4:30pm starting Thursday, October 1, 2026.

PLANNING WORKSHOP: There was nothing new to report.

OLD BUSINESS:

1. Fresno County Treasury and WestAmerica Bank account balances: Inform Board of amounts: WestAmerica Bank checking $1,529.24, WestAmerica Bank Savings $410,159.38 and Fresno County Treasury account $ 1,752,393.68. A motion was made by Tamara Jackson to transfer $65,000 from the Fresno County Treasury to be deposited to the checking account at WestAmerica Bank. Seconded by Wesley Carlson. All in favor, motion carried.
2. A new ExMark Lazer Mower was purchased for $50,183.61. This mower has a 96" (8') cut and is powered by a 37HP Yanmar diesel engine. Discussion was had regarding potential withdrawal from Endowment Care funds to pay for this mower.
3. Informed Board that a paragraph regarding the now required electronic filing of the Form 700s, needs to be updated on our Conflict-of-Interest Code. Wording was recommended by the FPPC. The 2026 Multi-County Agency Biennial Notice was signed by Vice Chairperson, Tamara Jackson. Both the amended code and the notice will be submitted to the FPPC for approval.

NEW BUSINESS:

1. Create Additional Employee Position of Full-time Groundsman: A motion was made by Wesley Carlson to create a new full-time groundsman position and was seconded by Tamara Jackson. All in favor, motion carried. Board strongly encouraged staff to hire a part-time office assistant as approved at a prior Board meeting.
2. A complaint was received by the City of Kingsburg Mayor Pro Tem, Brandon Pursell, regarding the Cemetery trees at the corner of 6th Avenue Drive and Clarkson Avenue blocking the view of cross traffic. After discussion, the Board suggested rather than removing the trees, raise the bottom of the affected trees three to five feet and to trim them "tighter" to improve visibility on

both roads. Mayor Pro Tem will be advised in writing of the Board's decision.

3. Curb Parking Issue: A concerned citizen mentioned an issue in being unable to see the cross traffic when exiting the cemetery grounds when funeral visitors park along the roadside next to the gates. Curbs will be painted red on both sides of the drive through gates for 15 feet on each side. The City of Kingsburg Director of Public Works verified in writing that 'the City has no issue with the cemetery painting the curbs red near the entrances and exits to help address the parking concerns.

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

1. Wesley Carlson: Gave formal notice via written letter to the Board that he will not seek reappointment to the Kingsburg Cemetery Board. Copies of this letter were provided to all Board members and staff. Superintendent to deliver a copy of the letter to the Clerk at the Fresno County Board of Supervisors.
2. Tamara Jackson: Boo
3. Rick Carsey: None/absent.

ACCOUNT BALANCES, INCOME, and EXPENSES: Please see **Profit & Loss, Balance Sheet, Sales by Item Summary, Deposit Detail, & Check Detail** reports for the months of **August 2026.**

BILLS FOR APPROVAL: Review all bills and sign checks for the period **September 17, 2026, through September 22, 2026.** A motion to pay all bills provided was made by Wesley Carlson. Seconded by Tamara Jackson. All in favor. Motion carried.

NEXT MEETING: The next meeting will be held on Tuesday, October 27, 2026, at 1:00pm.

ADJOURN: There being no further business, Tamara Jackson made a motion to adjourn the meeting at 2:45pm. Seconded by Wesley Carlson. All in favor, the motion carried.

~~Vice~~ *Chairperson-~~Tamara Jackson~~*
RICK CARSEY

ATTEST _____

Secretary-Wes Carlson