

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

**MINUTES**

*Approved*

The regular monthly Board of Trustees met on Tuesday, August 22, 2023, at 1:00 PM in the office of the Kingsburg Cemetery District.

The meeting was called to order by Chairperson Rick Carsey at 1:05 PM. Present were Chairperson Rick Carsey, Secretary Wes Carlson, Vice Chairperson Tamara Jackson, Superintendent Carmen Rojas, Jr., and Office Manager Jennifer Santos.

**PUBLIC INPUT:** None

**READING OF MINUTES:** Minutes of the regular meeting on June 27, 2023, were reviewed by those present. After a minor correction was made to the Board comments section, a motion was made by Secretary, Wesley Carlson to approve the regular meeting minutes and seconded by Vice Chairperson, Tamara Jackson. All in favor, motion carried.

**CORRESPONDENCE:** Kingsburg Cemetery District received a reply from the EDD (Employment Development Department) informing us that the recent unemployment claim filed by a former employee was approved. No action was taken.

**SUPERINTENDENT'S REPORT:** Superintendent Carmen Rojas explained that due to the rain received in the last 2 days and heavy rain in the spring of this year, there have been multiple sunken headstones and markers that need adjustment. There was also a small bush/tree that fell near the front of the cemetery. He informed the Board that these issues will be addressed as soon as possible, many of which will be corrected this week.

Update on filling the open groundman position. No one has been hired yet. Applicants were discussed.

**PLANNING WORKSHOP:** Rick Carsey gave an update and stated that Hal Lore Engineering (Civil Engineer) is working on our site plan and should have something completed soon. The landscape engineer will be meeting in about a month or so. Superintendent Carmen Rojas and Board member, Tamara Jackson will meet with the landscape engineer. It was mentioned that Tree Fresno has grants available for these types of projects and has a hard time doling out their funds.

**OLD BUSINESS:**

1. Fresno County Treasury and Bank of America accounts: Inform Board of amounts in these accounts. Bank of America checking balance is \$48,412.03. Bank of America Enhancement (savings) account balance is \$786,635.29. Fresno County Treasury balance is \$1,453,131.13. After discussion, a motion was made by Vice Chairperson Tamara Jackson to make a transfer of \$20,000 from the Fresno County Treasury account to the general checking. Secretary Wesley Carlson seconded. All in favor, motion carried.
2. Ground men uniforms ordered and received. Total cost for the 7 new pants & shirts for each of the ground's men and the superintendent was \$1,326.44. This includes the cost to embroider Kingsburg Cemetery on the front of the shirts.

**NEW BUSINESS:**

1. Review Kingsburg Cemetery Labor Costs for Burials: Information was provided about the labor cost involved for each type of burial service Kingsburg Cemetery provides. After considerable discussion, this was tabled to the next meeting for consideration of potential cemetery fee increases.
2. CAPC Annual Education Seminar, Office Manager to attend. Office Manager, Jennifer Santos will be attending the CAPC Education Seminar from Thursday, October 5 through Saturday

October 7, 2023 in Sacramento, CA. at an estimated cost of \$1,226.79. It was noted that she applied for a scholarship with the CAPC as has not heard if it was approved yet.

3. Land Pride Mower: May need replacing, inform Board of potential cost. Not all bids have been received; therefore, this item was tabled for review and action at the next meeting.

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

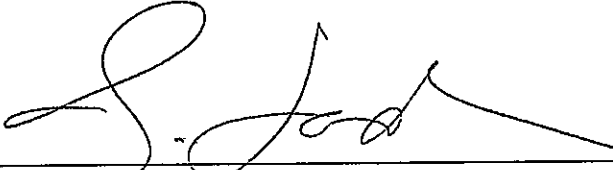
1. Wesley Carlson: none
2. Tamara Jackson: none
3. Rick Carsey: Thanked Office Manager Jennifer Santos for the diligent number crunching for the review of cemetery fees.

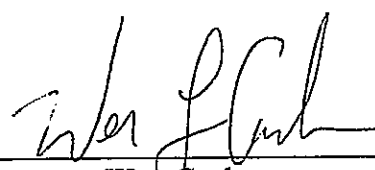
**ACCOUNT BALANCES, INCOME, and EXPENSES:** please see **Profit & Loss, Balance Sheet, Sales by Item Summary, Deposit Detail, & Check Detail** reports for the month of **July 2023**.

**BILLS FOR APPROVAL:** Review all bills and sign checks for the period **August 15, 2023**, through **August 22, 2023**. A motion was made by Wes Carlson to pay all bills provided. Seconded by Tamara Jackson. All in favor. Motion carried.

**NEXT MEETING:** The next meeting will be held on Tuesday, September 26, 2023, at 1:00 PM.

**ADJOURN:** There being no further business, a motion was made by Tamara Jackson to adjourn the meeting. Second by Rick Carsey. All in favor and approved. The meeting was adjourned at 3:48pm.

  
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~~Chairperson-Rick Carsey~~  
Vice Chairperson-Tamara Jackson

**ATTEST**   
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Secretary-Wes Carlson