

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

MINUTES

The regular monthly Board of Trustees met on Tuesday, February 27, 2024, at 1:00 PM in the office of the Kingsburg Cemetery District.

The meeting was called to order by Chairperson Tamara Jackson at 1:09 PM. Present were Secretary Rick Carsey, Vice Chairperson Wes Carlson, Superintendent Carmen Rojas, Jr., and Office Manager Jennifer Santos.

PUBLIC INPUT: None

READING OF MINUTES: Minutes of the meeting from January 23, 2024, were reviewed by all present. After minor corrections, a motion was made to approve the minutes by Chairperson Tamara Jackson and seconded by Vice Chairperson, Wesley Carlson. All in favor, motion carried.

CORRESPONDENCE: Superintendent gave the Board members copies of the California Special Districts magazine.

SUPERINTENDENT'S REPORT: 1.) Superintendent Carmen Rojas informed the Board that a visitor fell on the cemetery grounds during a burial service. The individual refused medical care and the family stated they would take care of the person. 2.) Next, he informed the Board that a part-time employee had been hired. 3.) The Board was informed that the pillar for the gate was installed, and all the concrete pillars were repainted in our cemetery green color. We are waiting for S&S Metal Fabrication to complete the 8' section of fencing and gate track. 4.) A new Dirt Rammer/Tamper was purchased from United Rentals after two (2) different models were demoed at the cemetery. The tamper purchased is the model that was preferred by the cemetery staff and cost \$3,705.15. 5.) Reminded the Board that the Form 700s are due April 1st, 2024.

PLANNING WORKSHOP: There was a brief discussion of the project but no new updates at this time per, Secretary, Rick Carsey.

OLD BUSINESS:

1. Fresno County Treasury and Bank of America accounts: Inform Board of amounts in these accounts. Bank of America checking balance \$36,267.32, Bank of America Enhancement (savings) account balance is \$786,674.91, Fresno County Treasury balance is \$1,527,389.51. There was \$83,743.10 received at the Fresno County Treasurer from property tax. It was recommended to move \$30,000 from Fresno County Treasury to cover the next month's expenses. Chairperson Tamara Jackson made a motion to transfer \$30,000. It was seconded by Vice Chairperson Wesley Carlson. All in favor, motion carried.
2. Moving Checking & Savings accounts to local bank: The three (3) Board members plus Superintendent signed the signature card for the new WestAmerica Bank accounts. Superintendent Carmen Rojas will return the card in person to the bank.

NEW BUSINESS:

1. Update Kingsburg Cemetery Employee Handbook: There was considerable discussion and input regarding updating the employee handbook. Each Board member was provided with a copy to look over and note any potential changes to policies at the next meeting. No action was taken, this matter was tabled until the March 2024 meeting.
2. Grants Available for Equipment: Informed Board of potential grant funding availability. The Board requested more information before approving. This item was tabled until the next meeting, March 2024.

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

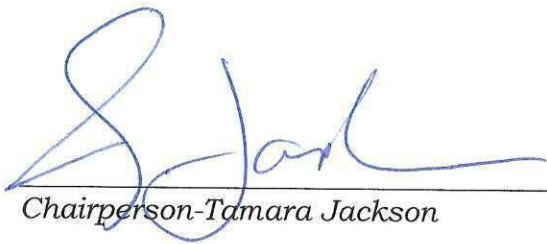
1. Wesley Carlson: none
2. Tamara Jackson: none
3. Rick Carsey: none

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

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

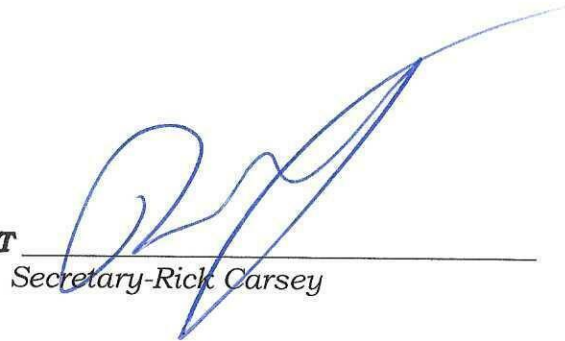
NEXT MEETING: The next meeting will be held on Tuesday, March 26, 2024, at 1:00 PM.

ADJOURN: There being no further business, a motion was made by Rick Carsey to adjourn the meeting. Seconded by Tamara Jackson. All in favor and approved. The meeting was adjourned at 2:58pm.



Chairperson-Tamara Jackson

ATTEST



Secretary-Rick Carsey