

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

**MINUTES**

The regular monthly Board of Trustees met on Tuesday, February 28, 2023, at 1:00 PM in the office of the Kingsburg Cemetery District.

Meeting was called to order by Chairperson Rick Carsey, at 1:09 PM. All Board Members and Superintendent, Carmen Rojas, Jr. were present as well as Office Manager, Jennifer Santos.

**PUBLIC INPUT:** None

Minutes of the regular monthly meeting on January 24, 2023, were reviewed by those present. A motion was then made by Secretary, Wesley Carlson to approve the regular meeting minutes and seconded by Vice Chairperson, Tamara Jackson. All in favor, motion carried.

**CORRESPONDENCE:**

1. 2023 CSDA Board of Directors Nominations: The Board did not express interest in nominating or being nominated for the CSDA Board of Directors.

**SUPERINTENDENT'S REPORT:**

1. Letter from California State Controller's Office notifying KCD of overdue financial transaction report; fiscal year audit, which has not been completed by our auditor, RT Dennis Accountancy. Discussion about current and future audits and options available to cemetery.
2. One of the AOWP volunteers was injured the day of our last meeting but has now been cleared to return to work without any restrictions. No permanent disability was found and since he is a volunteer and not working another job, no disability pay will be provided to him.
3. Superintendent, Carmen Rojas, Jr. presented to the board the new John Deere tractor and notified them that it was included on the annual air board report.
4. Informed board of recent increase in dead sparrows.
5. The topic came up regarding sunken graves & grave markers that were caused by the heavy amount of rainfall in recent days. Superintendent informed the board that this issue is being addressed and we are working on them.

**PLANNING WORKSHOP:** Board Member Rick Carsey informed us that the landscape plan should be done soon and will be ready to be submitted to the planning commission. It is possible that KCD will need to hire a Civil Engineer by April or May 2023; estimated cost \$10,000. The project may start by the beginning of the next fiscal year.

**OLD BUSINESS:**

1. Fresno County Treasury and Bank of America accounts: Inform Board of amounts in these accounts. Bank of America checking balance \$15,982.86 Bank of America Enhancement (savings) account balance is \$766,597.29 after \$18,000 was deposited for the 1<sup>st</sup> quarter 2023. In December 2022, \$183,066.39 in income was received by the Fresno County Treasury and \$15,880.25 was received in January 2023 for a balance of \$1,430,559.63. A transfer was recommended by Superintendent of \$50,000 from Fresno County Treasurer. A motion was made by Vice Chairperson, Tamara Jackson and seconded by Secretary Wesley Carlson. All in favor and motion carried.
2. Move Cemetery accounts: After a presentation by Board member, Tamara Jackson, the cemetery staff was asked to contact and provide necessary documentation to move the bank accounts from Bank of America in Selma to a local bank in Kingsburg. No actions were taken at this time.
3. Reminded Board that the annual Form 700s are due April 3, 2023.
4. CAPC Conference in Seaside (Monterey), CA.: Reminded Board of dates, March 23-March 25<sup>th</sup>, and checked to see if any board members would like to attend. No interest was expressed. Notified Board of Scholarship awarded from CAPC to Office Manager, Jennifer Santos. The

Board requested a recap of the conference from Jennifer of what was learned and asked her to provide an accounting of expenses related to the conference, not covered by the scholarship, to be reimbursed. Both will be reviewed at the next Board meeting in March 2023.

**NEW BUSINESS:**

1. Informed Board that the employee's SEP/IRA accounts will need to be moved from Morgan Staley. After discussion, a motion was made by Wes to explore options with Thiesen Dueker to transfer the retirement accounts from Morgan Stanley to Thiesen Dueker. Motion was seconded by Tamara Jackson. All in favor, motion carried.
2. Financial Advisor, Peter Vang with Thiesen Dueker/ LPL Financial made a presentation and provided a Portfolio Review of the Kingsburg Cemetery Districts accounts for the period of December 31,2021 to December 31,2022. The Board asked questions and discussion was had with Mr. Vang. No action was taken.

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

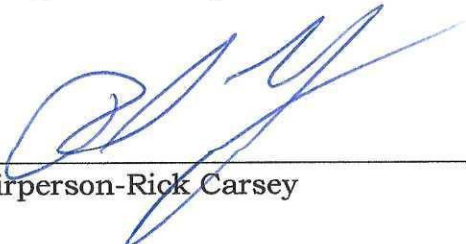
1. Wesley Carlson: Wes suggested that the November/December Board meeting be held on Tuesday, December 5,2023.
2. Tamara Jackson: none
3. Rick Carsey: none.

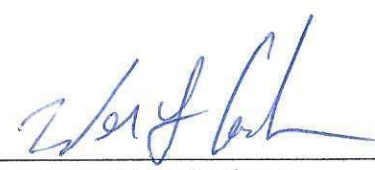
**ACCOUNT BALANCES, INCOME, and EXPENSES:** please see **Profit & Loss, Balance Sheet, Sales by Item Summary, Deposit Detail, & Check Detail** reports for the month of **January 2023**.

**BILLS FOR APPROVAL:** Review all bills and sign checks for the period **February 15, 2023, through February 28, 2023**. A motion was made by Rick Carsey to pay all bills provided. Second by Wes Carlson. All in favor. Motion carried.

**NEXT MEETING:** The next meeting will be held on Tuesday, March 28, 2023, at 1:00 PM.

**ADJOURN:** There being no further business, a motion was made by Rick Carsey to adjourn the meeting. Second by Wes Carlson. All in favor and approved. Meeting was adjourned at 3:24 PM.

  
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Chairperson-Rick Carsey

**ATTEST**   
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Secretary-Wes Carlson