

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

MINUTES

The regular monthly Board of Trustees met on Tuesday, October 24, 2023, at 1:00 PM in the office of the Kingsburg Cemetery District.

The meeting was called to order by Chairperson Rick Carsey at 1:08 PM. Present were 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 from September 26, 2023, were reviewed. Once corrections were made, a motion was made by Secretary, Wesley Carlson and seconded by Vice Chairperson, Tamara Jackson to approve the regular meeting minutes. All in favor, motion carried.

CORRESPONDENCE: None.

SUPERINTENDENT'S REPORT: Superintendent Carmen Rojas notified the Board that one of the Stihl Blowers was replaced by a Husqvarna 570BTS Backpack Blower at a cost of \$510.93. Jackets and caps were ordered for cemetery employees with Kingsburg Cemetery embroidered on them at a cost of \$355.86. Also, the new mower, a Frontier FM 4012 Flex Wing Grooming Mower from Lawrence Tractor in Visalia, CA. has been ordered and may take 40-45 days before delivery.

Next Carmen Rojas Jr. informed the Board that the new auditor, Adair & Evans sent 4 people out for a workday on September 28, 2023, to start the 2022-2023 fiscal year audit.

Carmen also explained that Office Manager, Jennifer Santos was unable to attend the C.A.P.C. educational seminar in Sacramento as previously reported, due to a family matter.

The Board was reminded of the necessity for them to open/close the cemetery gates for the upcoming holiday weekends of both Christmas and New Years.

PLANNING WORKSHOP: Chairperson, Rick Carsey stated that the site plan has been completed and the landscape plan will be done in-house. The civil engineering plan is basically done enough to have a city site plan review by the planning commission. He said that the plan regarding domestic water and fire water is needed. Trees for the landscape can be chosen from a city provided approved list. No expenses have yet been incurred regarding the project.

OLD BUSINESS:

1. Fresno County Treasury and Bank of America accounts: Inform Board of amounts in these accounts. Bank of America checking balance \$16,730.77, Bank of America Enhancement (savings) account balance is \$786,648.43, Fresno County Treasury balance is \$1,439,498.99. After discussion of upcoming bills and payroll needs, a motion was made by Vice Chairperson, Tamara Jackson to transfer \$80,000 and seconded by Chairperson, Rick Carsey. All in favor, motion approved.
2. Open Position Filled, Grounds person. A new full-time employee was hired at a rate of \$17.00 per hour. He has owned his own lawn service for 20 years and will start work at the cemetery on November 1, 2023.
3. Moving Checking & Savings accounts to local bank: Citizen's Bank requested information regarding fees being charged for credit card transactions. Statements were provided more than a month ago, and the bank still has not responded. It was suggested to contact the Government Services Corporate office at Citizens Bank before making a final decision about the switch.

NEW BUSINESS:

1. AOWP (Adult Offender Work Program): Fresno County Probation office made a recommendation of making the Kingsburg Cemetery a male only site. After considered discussion, the Board specifically rejects the probation office recommendation to limit AOWP participants to males only. They directed staff to accept all AOWP participants capable of performing work at the cemetery regardless of gender. It was suggested that the Superintendent rotate the jobs with the workers and use his discretion to determine each person's abilities based on their experience and time on the job with the program.
2. November-December 2023 Board Meeting: The Board discussed combining the November and December meetings and set the date for Tuesday, December 5, 2023, at 1:00pm, by unanimous consent.

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

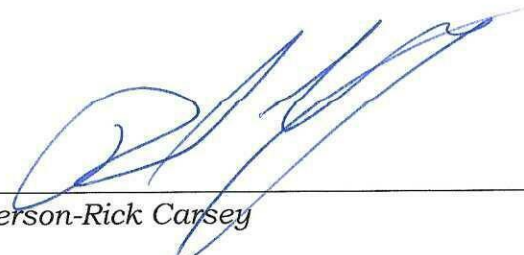
1. Wesley Carlson: Asked for an update on when the cemetery gate will be repaired and noted it would be good to have the gate repaired before the holidays for security of the cemetery. Superintendent explained the delays.
2. Tamara Jackson: none
3. Rick Carsey: none

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

BILLS FOR APPROVAL: Review all bills and sign checks for the period **October 15, 2023**, through **October 24, 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, December 5, 2023, at 1:00 PM.

ADJOURN: There being no further business, a motion was made by Tamara Jackson to adjourn the meeting. Second by Wes Carlson. All in favor and approved. The meeting was adjourned at 2:21pm.



Chairperson-Rick Carsey

ATTEST 

Secretary-Wes Carlson