

**KINGSBURG CEMETERY DISTRICT**

**P.O. Box 542, Kingsburg, CA 93631**

**MINUTES**

The regular monthly Board of Trustees met on Tuesday, August 23, 2022, at 1:00 PM in the office of the Kingsburg Cemetery District.

Meeting was called to order by Chairperson Wesley Carlson, at 1:00 PM. All Board Members and Superintendent, Carmen Rojas, Jr. were present as well as Office Manager, Jennifer Santos.

**PUBLIC INPUT:** None

**Minutes** of the July 21, 2022, meeting was reviewed by those present. A minor correction was made, and a motion was then made by Chairperson Wes Carlson to approve the minutes. Seconded by Vice Chairperson, Rick Carsey. All in favor. Motion carried.

**CORRESPONDENCE:** CAPC 2023 Board of Directors Election. Nominations for CAPC Board now being accepted. Board was informed.

**SUPERINTENDENT'S REPORT:** Inform and updated Board:

1. Equipment repairs and replacements since last meeting: Dump truck was repaired at a cost of \$473.60. The brakes on the backhoe are out. Carmen spoke to Sequoia Equipment, and they stated it could be an internal issue which could take 4-5 days and cost between \$4,000-\$5,000 to fix. Rick Carsey does have a backhoe that can be used by the cemetery if needed while the repairs are being completed. Also, last week the Grasshopper mower drive belt came off and when checked, found that the frame had broken. E.G. Babcock says the frame can be welded, but he has 3-4 mowers in for repair before ours.
2. Outstanding Checks: Notified board members that there are board compensation checks that have not been cashed.
3. Certifications Needed: Board member, Wes Carlson was informed that he has both his AB1234 Ethics training and AB1825 Harassment training that are due in August 2022. Wes stated that has done both through his employer and will try to get the certificates to us.

**PLANNING WORKSHOP:** City of Kingsburg spoke to Carmen and said that the cemetery *can* build on the empty lot. Rick is working with the city on details. He asked us to scan and email him all the documentation that we have submitted to the city.

**OLD BUSINESS:**

1. Fresno County Treasury and Bank of America accounts: Inform Board of amounts in these accounts. Recommend transfer. Fresno County balance is \$1,378,132.41. Bank of America Enhancement account balance is \$702,560.60. Bank of America checking account has a balance of \$38,480.64. A motion was made by Tamara Jackson to transfer \$20,000 from Fresno County Treasury account to B of A checking and was seconded by Wes Carlson. All in favor, motion carried.
2. Credit/ Debit Card: Update Board. On August 17<sup>th</sup> a Bank of America representative came to our office to set-up and train Superintendent, Carmen Rojas and Office Manager, Jennifer Santos on how to use the Clover credit/debit card machine. It is now operable.
3. Signature Card B of A Enhancement Account: Board needs to return signed and notarized signature sheets and discuss.

**NEW BUSINESS:**

1. Trees: Review bids for tree work. Superintendent showed board quotes for tree work. Board member Tamara Jackson suggested 2 other tree companies to get quotes from. After

discussion, Rick Carsey made a motion to hire the vendor with the closest bid to the budgeted amount for tree work. Seconded by Wes Carlson. All approved, motion carried.

2. Closed Session: Inform Board of personnel matter. Information was provided. No action was taken.

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

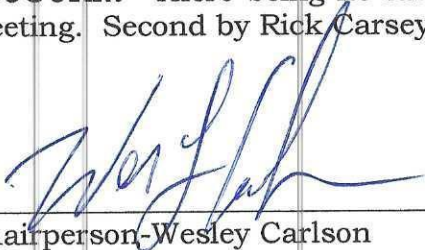
1. Wesley Carlson: On meeting minutes page 4, he asked to remove the abbreviation of STD and change to S (for standard casket burial).
2. Tamara Jackson: Asked why page 4 lists Covid & asked for it to be removed.
3. Rick Carsey: none.

**ACCOUNT BALANCES, INCOME, and EXPENSES:** please see *Profit & Loss, Balance Sheet, Sales by Item Summary, Deposit Detail, & Check Detail* reports for the month of **July 2022**.

**BILLS FOR APPROVAL:** Review all bills and sign checks for the period **August 15, 2022, through August 27, 2022**. A motion was made by Rick Carsey to pay all bills provided. Second by Tamara Jackson. All in favor. Motion carried.

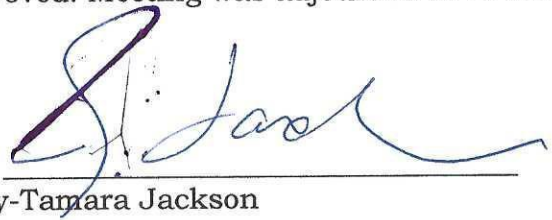
**NEXT MEETING:** The next meeting will be held on Tuesday, September 27, 2022, at 1:00 PM.

**ADJOURN:** There being no further business, a motion was made by Wes Carlson to adjourn the meeting. Second by Rick Carsey. All in favor and approved. Meeting was adjourned at 2:42 PM.



Chairperson-Wesley Carlson

**ATTEST**



Secretary-Tamara Jackson