

Kern County Cemetery District

Shafter Memorial Park Office
18662 Santa Fe Way, Shafter, CA

Call to Order: Call to Order at 12:00pm by Chairman Braun, Manager Unruh led flag salute and invocation.

Roll Call: In attendance was Barry Braun, Chairman of the Board; Belton Banks, Vice-Chair; Jerry Ezell, Secretary of the Board.

Employees and Visitors: Timothy W. Unruh, District Manager; Eliza Caudillo, District Secretary; Denton Carender, Superintendent.

Public Comment: None

Consent Calendar: Includes the approval of the agenda for the current meeting and minutes of the regular board meeting for February 18, 2021 as corrected . The payroll warrants for 21/04 through 21-05 were approved. Vouchers, checks, and financial reports for March 18, 2021 were approved. This was done by approval of the consent calendar by motion of Trustee Ezell and seconded by Trustee Banks; 3 ayes.

Management Update

- We had 13 services in Shafter and 15 services in Wasco for the month of March 2021. This gives us 253 for the fiscal year-to-date.
- The Board was reminded of the CAPC Zoom Webinar regarding “Hiring the Right District Manager”. Board Members elected not to attend the Zoom meeting.
- Ruettgers and Schuler was contacted regarding the engineering for the 2.5 acres development. Dirt will be relocated to this area and leveled out and roads will be added around the acreage. Bids are to be completed for the preinstalled companion crypts in the north side of A section.
- The Wasco VFW has received an ok for the replication for the Memorial Day Presentation similar to the 2020 display.

Capital Needs Review

Discussion for Capital purchase projects for the 2021-22 budget for two hardtop chapels estimated cost of \$6,500, phone system estimated at \$7,500. Also discussed was the updating of the irrigation system for both cemeteries estimated at \$150,000 and installation of Companion Crypt area in A section estimated at \$180,000, and the development of 2.5 acres at Shafter Cemetery for \$15,000.

The Board considers the phone system a priority and system should be purchased this fiscal year.

No action taken.

Insurance for District Manager

Insurance for District Manager voted and approved per policy for the potential of 1 year coverage for every 10 years of employment. Authorization was given for the Chairman to sign a letter of Authorization with the county.

Motion to authorize the Chairman to sign a letter addressed to the County allowing insurance coverage for the District Manager upon

*retirement was made by Trustee Ezell and seconded by Trustee Banks; 3
ayes, unanimous.*

Proclamation

Proclamation discussed and guidance was provided to office staff for presentation Manager's retirement.

No action taken.

Trustee Reports and Comments

None

Adjournment

The meeting was adjourned at 1:40pm by Chairman Braun. The next regular meeting is scheduled for April 15, 2021.

Signed,

Timothy W. Unruh
District Manager