

Kern County Cemetery District Minutes for

October 22, 2021

**Regular Board Meeting
Shafter Memorial Park Office
18662 Santa Fe Way, Shafter, CA**

Call to Order: Call to Order at 12:00 pm by Chairman Braun, Chairman Braun 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: Eliza Caudillo, District Manager; Denton Carender, Superintendent; Alicia Reveles, District Secretary.

Public Comment: None

Consent Calendar: Includes the approval of the agenda for the current meeting and minutes of the regular board meeting for September 2021, with change reflecting the establishment of a Finance Committee, as approved. The payroll warrants for 21-17 through 21-20 were approved. Vouchers, checks, and financial reports for September 2021 were approved. This was done by approval of the consent calendar by motion of Trustee Banks and seconded by Trustee Ezell; 3 ayes, unanimous.

Management Update

- We had 22 services in Shafter and 15 services in Wasco for the month of September 2021. This gives us 98 for the fiscal year to date.
- Antonio Torres, Jr. the new hire as of September 27, 2021, was introduced to the Board.
- Tuatara presentation was done on October 6, 2021. It will not fill the needs of the District for heavier movement. But Superintendent Carender feels a Tuatara or similar UTV would be an excellent addition to the equipment for smaller jobs. We will continue looking for options for purchasing an electric UTV funded by the San Joaquin Valley Air program.
- CAPC Conference in San Luis Obispo was attended by Trustee Braun, Trustee Ezell, Manager Caudillo and Secretary Reveles. The 2-hour Harassment Prevention training requirement was met at this conference. District staff received the 1-hour required training via Zoom of October 19, 2021.
- The COVID-19 Fiscal Relief for Independent Special Districts has been submitted. The relief request must be approved. Funds will be prorated and the payment if approved will be expected to be in December 2021 or January 2022.
- Shafter Cemetery water pump has failed and staff is working with Quest and SA Camp.
- The Board authorized raising Manager Caudillo's Umpqua credit card limit to \$15,000; Superintendent Carender's limit to \$2,500. The Board authorized a credit card for Secretary Reveles with a limit of \$2,500.

Headstone Policy

The headstone policy was reviewed, and the Board instructed Manager Caudillo to bring back a revised headstone policy to reflect the need for a Release of Liability form to be signed by families for any headstone delivered with any material affixed to the surface. The revised policy will limit the size of affixed materials to be no larger than 4x6 inches and must be embedded to the surface of the headstone. No action taken at this time; the headstone policy will be brought back at a later date for final review.

The Board signed the update cards for the County of Kern that allows them to sign for the District with the County of Kern. The County asked that one person be authorized to allow for new signers and to be able to revoke signers. The Manager will be this person and will review signers to add new and remove old signatures.

The motion was made by Trustee Ezell and seconded by Trustee Bank to allow all Trustees to sign at the County, along with Secretary Reveles and Superintendent Carender. The Manager will be the signer to approve/revoke signature cards; 3 ayes, unanimous.

3rd Quarter Review of Investments

The Investment Manager presented the Board with a letter explaining the investments of the District including the Stifel, the County, and the WestAmerica investments. As of September 30, 2021, the District has \$5,695,139 as a combined investment of all accounts. The District has \$4,458,059 with the County of Kern and \$253,297 with WestAmerica Bank.

The amount that is in each Kern County Cemetery District account is as follows:

- Maintenance and Operation (M&O) \$749,612
- Endowment Care (principal and interest) \$1,047,106
- Contracts \$2,317,247
- Reserve \$344,094
- Stifel \$983,783
- WestAmerica Bank \$253,297

The motion was made to receive and file this information and make it available to any who may wish to review its contents by Trustee Ezell and seconded by Trustee Banks; 3 Ayes, unanimous.

Trustees Comments

Trustee Ezell: Requested November's Board meeting to be held on November 23, 2021.

Trustee Braun: Requested reviewing necessary policies in a timely manner for future Board Meetings.

Adjournment

The meeting was adjourned at 2:23 pm by Chairman Braun. The next regular meeting is scheduled for November 23, 2021.

Signed,

Eliza Caudillo
District Manager