

Kern County Cemetery District **Minutes for**

February 16, 2023

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 the 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: Eliza Caudillo, District Manager; Alicia Reveles, District Secretary; Superintendent Carender.

Visitors: None

Public Comment: None.

Consent Calendar: Includes the approval of the agenda for the current meeting and minutes of the regular Board meeting for January 2023. The payroll warrants for 23-01 through 23-02 were approved. Vouchers, checks, and financial reports for January 2023 were approved. This was done by approval of the consent calendar by motion of Trustee Ezell and seconded by Trustee Banks; 3 ayes, unanimous.

Management Update

- We had 15 services in Shafter and 14 services in Wasco for the month of January 2023. This gives us 186 for the fiscal year to date.
- The District has lost two employees to other opportunities. Agustin Flores and Daxary Williams. We have hired Esteban Jaime as temporary full-time employee. Esteban shows great promise. We are taking applications for a replacement employee to bring the staff level back to 5 outside staff.
- Statement of Economic Interest – Form 700. Alicia prepared the forms. If changes need to be made new forms can be completed as required.
- CSDA Legislative Days are scheduled for May 16-17, 2023. This would consist in a two-night stay to attend. Trustee Banks and Trustee Ezell were not interested in attending and encourage Trustee Braun to attend if he is interested. Manager Caudillo is prepared to attend if the Board should request, she attend.
- Manager Caudillo has been working on reinstating the McGriff AD&D policy which was canceled in December 2022. McGriff returned the premium check staff had sent stating a change in minimum participation requirement of 100+ employees. Multiple insurance companies have been contacted and the issue remain unresolved as of this meeting.

Mid-year Budget Review

Manager Caudillo provided an analysis for the Trustees to review the District status for the first half of the fiscal year. The review compared the current operations to the budget as well as a comparison of the first 6-months of 2023 and first 6-months of 2022. We have experienced a slight decline in services comparing Mid-year 2022, at 198, and Mid-year 2023, at 157. The District's current cremation rate is at 15% versus 19% for the previous year. Changes in staff may require an adjustment to the salary scale to remain competitive in today's job market. Constant employee turnover is detrimental to existing staff and training of new employees places a strain on the Superintendent. It is not beneficial to the public or current staff to develop an employee and have that employee enticed away due to salary levels. The groundskeeper's job is a very physical job and finding the right fit has proven difficult.

The analysis shows that we are currently operating in the black, and property taxes continue to contribute to the District's income. This review allows the Board to see the margin of operations and make any changes they may deem necessary.

At mid-year, we had a profit with overhead of \$106,909. This is in comparison to last year, where we had a profit with overhead of \$144,449.

Sale of Tax Default Property

Manager Caudillo presented the tax-defaulted consent document needed for the County Board of Supervisors Resolution #2022-314, dated November 8, 2022. The Board discussed the process and had no issues with the consent. The sale is to be done on March 13-15, 2023.

The motion was made by Trustee Banks and seconded by Trustee Ezell to consent to the sale of tax-defaulted property within the District boundaries. The consent is to be signed by the Board Secretary and mailed to the County of Kern; 3 ayes, unanimous.

Trustees Comments

Trustee Banks: Appreciates the hard work of the cemetery staff.

Trustee Ezell: None.

Trustee Braun: Would like staff to incorporate the Shafter Cemetery's 100-year anniversary with this year's Memorial Day program. He would like Manager Caudillo to reach out to Timothy Unruh for assistance.

Adjournment

The meeting was adjourned at 1:30 pm by Chairman Braun. The next regular meeting is scheduled for March 16, 2023.

Signed,

Eliza Caudillo
District Manager