

Kern County Cemetery District

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

Teleconference

Call to Order: Call to Order for the teleconference at 12:00pm 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: Timothy W. Unruh, District Manager; Eliza Caudillo, District Secretary; Denton Carender.

Public Comment: None

Consent Calendar: Includes the approval of the agenda for the current meeting and minutes of the regular board meeting for March 19, 2020 and the emergency meeting for March 27, 2020 were approved. The payroll warrants for 20-06 through 20-07 were approved. Vouchers, checks, and financial reports for March 2020 were approved. This was done by approval of the consent calendar by motion of Trustee Banks and seconded by Trustee Ezell. Roll Call Vote; Braun – Aye, Banks – Aye, Ezell – Aye, unanimous.

Management Update

- We had 11 services in Shafter and 6 services in Wasco for the month of March 2020. This gives us 175 for the fiscal year-to-date.
- The board was made aware that the May CSDA Legislation Days were cancelled due to the COVID-19. A virtual Leg Day is being prepared and more information will be forthcoming as it is available. The manager asked that the Trustees who are interested in attending let him know within the next two weeks.
- Manager Unruh described the adjustments that the district is making to accommodate the requirements being mandated by the Federal, State and Local governments for the COVID-19 virus. We have shortened our service length, only set the lowering device at the graveside and have requested that families limit attendees to 10 immediate family members only. The office is not allowing anyone in the office and is making arrangements via telephone and credit card payments.

1st 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 March 31, 2019, the District has \$4,435,712 as a combined investment of all accounts. The district has \$3,227,738 with the County of Kern and \$246,354 with WestAmerica Bank.

The amount that is in each Kern County Cemetery District account is a follow:

- Maintenance and Operation (M&O) \$490,482
- Endowment Care (principal and interest) \$829,084
- Contracts \$1,606,147
- Reserve \$302,024
- Stifel \$961,620

- WestAmerica \$246,354

The district has \$961,620 with Stifel Investments as shown in the Quarterly Pooled Asset Portfolio as presented to the board. These assets are invested in Certificate of Deposits, Corporate Bonds, Government Bonds, and Government CMO's.

The District is currently receiving 2.35% in the Stifel Investments account and 2.13% for money invested with the County of Kern. The investment in the Stifel Investments has been done in accordance to the requirements set forth by the State of California and our Investment Policy. Manager Unruh, as investment manager acknowledged that the district has ample liquidity to meet its obligations for the next 6 months.

The motion was made to receive and file the 1st quarter investment information by Trustee Ezell and seconded by Trustee Banks. Roll Call Vote; Braun – Aye, Banks – Aye, Ezell – Aye, unanimous.

Reinvestment of Endowment Care Principal

The Endowment Care money we have with Stifel had a two \$50,000 Certificate of Deposit investments come due and a Government Bond of \$50,000 that was called. The account has also accumulated an additional \$50,000 that can be reinvested as well. The Board reviewed the options as were given to them from Sandra Wheeler and they chose to reinvest in similar investments. A Government Bond will be with Federal National Mortgage with a coupon rate of 2.00%. A Corporate Bond will be with Sallie Mae Bank for 1.40%. Two investments with Municipals; one with Ontario Airport with a YTM of 1.365% and a second with Hawaii State with a YTM of 1.512%. The Investment Manager is the make the changes as soon as possible.

Corporate Bonds

Description	Rating	Coupon	Call	Maturity	Y-T-M
Philip Morris	A2/A	2.625%	1/22	2/22	1.80%

Municipal

Description	Rating	Coupon	Call	Maturity	Y-T-M
Ontario Airport	-/AA	2.484%	-	05/22	1.365%
Hawaii State	Aa/AA+	2.680%	-	04/23	1.512%

Agency

Description	Rating	Coupon	Call	Maturity	Y-T-M
Federal National Mort	Aaa/AA+	2.00%	-	10/22	.534%

Certificate of Deposit

Description	Rating	Coupon	Call	Maturity	Y-T-M
Sallie Mae Bank	-	1.40%	-	10/23	1.40%

The motion to reinvest \$50,000 each in a Government Bond with Federal National Mortgage with a coupon rate of 2.00%, a Corporate Bond will be with Sallie Mae Bank for 1.40%. Two investments with Municipals; one with Ontario Airport with a YTM of 1.365% and a second with Hawaii State with a YTM of 1.512%. If the yields have changed significantly, the Investment Manager is allowed to consolidate any of the amounts into no larger than \$100,000 increments. This motion was made by Trustee Banks

and seconded by Trustee Ezell. Roll Call Vote; Braun – Aye, Banks – Aye, Ezell – Aye, unanimous.

Administrative Policy Changes

The policy for the board to review was not given to the all the board members in their packet. Chairman Braun determined that this would be brought back at the next board meeting. No action taken.

Discussion of Memorial Day Event

The Trustees reviewed the concerns from the staff on the upcoming presentation of the Memorial Day Events at the Shafter and Wasco cemeteries. The concerns were COVID-19 stay at home requirements that are currently in place by both Federal and State mandates. Another concern was the number of volunteers that we use each year and the potential for the virus to be present. The board left it up to the manager to determine whether to move forward with the programs. The manager will be contacting the involved organizations and will make a final determination soon.

Adjournment

The meeting was adjourned at 12:45 by Chairman Braun. The next regular meeting is scheduled for May21, 2020.

Signed,

Timothy W. Unruh
District Manager