

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 October 15, 2020 and special meeting for October 28, 2020. The payroll warrants for 20-20 through 20-21 were approved. Vouchers, checks, and financial reports for October 2020 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 18 services in Shafter and 10 services in Wasco for the month of October 2020. This gives us 129 for the fiscal year-to-date.
- The board was made aware that the Stifel transfer to the County of Kern was \$109,528.36
- The board was made aware that staff shredded records that were within the guidelines of the District's Record Retention Policy.

Security Camera Policy

Manager Unruh brought a new policy for the board to review. This was a policy that will provide guidance for the placement and monitoring of the District security cameras. The board reviewed the policy and asked that it be brought back at the next regular meeting for final consideration. No action taken.

Assistant Manager Position

The board reviewed the consideration of activating the Assistant Manager position. They reviewed the position classification and discussed the actions and standards that were listed. No changes were made.

The motion to reestablish the Assistant Manager position as classified in the position definition was made by Trustee Braun and seconded by Trustee Ezell; 3 ayes, unanimous.

Closed Session

Chairman Braun took the board into closed session at 12:50pm to discuss a Public Employee Appointment for the Assistant Manager position as allowed as a safe harbor under section 54957 of the California Government Code. The board came out of closed session at 1:45pm. No action taken; the board will continue this discussion at a special board meeting scheduled for Thursday December 3, 2020.

The motion was made to come out of closed session by Trustee Banks and seconded by Trustee Ezell at 1:45pm; 3 ayes, unanimous.

Trustee Reports and Comment

Trustee Ezell expressed concern that the Pine trees that parallel the railroad tracks are large enough to fall into the tracks. Manager Unruh and Superintendent Carender explained that such an event has occurred, and we worked with the Shafter Policy Dept. to contact the railroad company to shut down the tracks. At that time, the railroad company brought in a loader to move the tree off the tracks and our crew then cut it up to move.

Adjournment

The meeting was adjourned at 2:00pm by Chairman Braun. The next regular meeting is scheduled for December 17, 2020.

Signed,

Timothy W. Unruh
District Manager