

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, 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, Assistant District Manager; Denton Carender, Superintendent.

Public Comment: None

Consent Calendar: Includes the approval of the agenda for the current meeting and minutes of the regular and special board meetings for December 2020 as approved. The payroll warrants for 20-25 through 21-01 were approved. Vouchers, checks, and financial reports for December 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 11 services in Shafter and 14 services in Wasco for the month of December 2020. This gives us 176 for the fiscal year-to-date.
- Manager Unruh brought the price increase from Christy Vault Co. This is the third increase in as many years. We are spending \$6,166 more in vaults each year than we were 3 years ago. Chairman Braun asked that this be put on the agenda for next month for review.
- The CAPC Harassment Seminar is being presented via Zoom on February 9 at 10am.
- The CAPC elections of officers will be done by mail this year. The election has five candidates running for five positions, Manager Unruh will send the ballot in with the five candidates.

Election of Officers

Each January, the Health and Safety Code section 9028 require the Board of Trustee's to elect officers for the board for the upcoming fiscal year. The board reviewed the positions and discussed the candidates for the upcoming 2021 year.

The motion was made to nominate Barry Braun as Chairman and Belton Banks as Vice-chairman and Jerry Ezell as Board Secretary. This motion was made by Belton Banks and seconded by Jerry Ezell; 3 ayes, unanimous.

Closed Session – Meet and Confer

The board met in closed session at 12:35 to meet and confer with Manager Unruh to discuss his involvement with the district after his retirement and the PERS regulations that will affect him. The board discussed the salary changes in the District Manager and District Superintendent positions after the April 1, 2021 retirement of Manager Unruh.

No action taken.

Open Session – Salary Changes

The board discussed the changes in salary and job descriptions for the District Manager and District Superintendent positions to take effect after Manager Unruh's retirement on April 1, 2021. The job description for the District Manager and the District Superintendent will be changed to reflect the changes in their duties after April 1, 2021. The board discussed the changes in these positions salaries to reflect the changes in their duties. These new salaries will start at step one with five steps that may have 5% increases.

The motion was made to adjust the District Manager at step 1 to \$71,471 and the District Superintendents adjustment to \$58,000 at step one. These changes will be effective on April 9, 2021. The current District Superintendent will receive an increase to \$70,914 as his final step for the changes in the position's duties after April 9, 2021. This motion was made by Trustee Banks and seconded by Trustee Ezell. Roll call vote; 3 ayes, unanimous.

4th 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 Bank investments. As of December 31, 2020, the District has \$5,058,918 as a combined investment of all accounts. The district has \$3,952,392 with the County of Kern and \$227,618 with WestAmerica Bank.

The district has \$878,907 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 amount that is in each Kern County Cemetery District account is a follow:

- Maintenance and Operation (M&O) \$698,828
- Endowment Care (principal and interest) \$1,028,952
- Contracts \$1,902,229
- Reserve \$322,383

The District is currently receiving 2.24% in the Stifel Investments account and 1.30% for money invested with the County of Kern. The investment in the Stifel Investments has been done in accordance with 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 to receive and file the 4th quarter investment information was made by Trustee Banks and seconded by Trustee Ezell; 3 ayes, unanimous.

Covid Policy

The California Occupational Health and Safety Board place emergency regulations in place on November 19, 2020. The regulations address the recent spike in Covid-19 cases. The District Trustee's had reviewed this policy at the last board meeting and there are no changes. Because this is policy has a sunset of October 2, 2021 this will remain a stand-alone policy and will be implemented accordingly.

The motion was made to accept the Covid-19 policy as required by law by Trustee Banks and seconded by Trustee Ezell; 3 ayes, unanimous.

Trustee Reports

Chairman Braun discussed his concerns with our current operations using a short staff that has been required after one grounds man has left. His concern included our working one man short and meeting the needs for the large number of services that we are doing during this Covid Pandemic. His concern is that staff is working longer hours and not getting the time off that may be physically needed as we work with this pandemic situation. Superintendent Carender said that he is discussing the need for being aware and safety most every day

before the ground crew starts work. He is also doing regular tailgate safety meetings. Manager Unruh explained that we are hiring a replacement grounds man on Monday and it is expected to take some of the strain off the crew.

Adjournment

The meeting was adjourned at 2:18pm by Chairman Braun. The next regular meeting is scheduled for February 18, 2020.

Signed,

Timothy W. Unruh
District Manager