

## **The North Kern Cemetery District Minutes of Regular Meeting held June 13, 2013**

The North Kern Cemetery Board met at 4:15 PM at the regular meeting place, North Kern Cemetery District office at 627 Austin Street, Delano, California. The meeting was called to order by Chairman Johnny Munoz. Present were Johnny Munoz, Ruby Hill, Hubert Rabanal, Marlin Isaacs, Rueben Pasqual and Manager Jim Ludy. Absent none.

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**Audience:** None

**Public Comment:** None.

**Transfer of Revenues** collected during the month of May 2013, in the amount of \$34,310.67 to the County Treasurer for deposit. Marlin moved, Rueben seconded, motion passed.

**Approve May 2013 Bill List:** Manager was asked to clarify the Shinault-Baker invoice (accounting) and the Continental Labor invoice ( temp. labor). Hubert moved to have the Manager ask Shinault-Baker for an itemized invoice now and in the future and to pay the bills as presented, Rueben seconded, motion passed.

**May 9, 2013 Board Minutes:** The May Board minutes were submitted for review and approval, Hubert moved to approve the minutes as submitted, Marlin seconded, motion passed.

**May 15, 2013 Special Meeting Minutes:** The minutes from the May 15, 2013 Special Meeting were submitted for review and approval. Hubert moved to approve the minutes as submitted, Rueben seconded, motion passed, ( 3 aye and one abstention, Marlin).

**May 2013 Financial Report:** Hubert moved to approve the report as presented, Rueben seconded, motion passed.

**Memorial Day 2013 Review:** Manager reported on our Memorial Day Program and the many nice comments from our visitors. Thank you letters will be mailed to all that contributed to the event. No action taken.

**2013-2014 Insurance Bids:** Manager presented quotes from BB&T and Golden State Risk Management for consideration. After discussion, Marlin moved to have Golden State RMA supply our total insurance package, Rueben seconded, motion passed.

**Discussion Item: No action can be taken:**

- A. Uniform Policy: Will be added to next months agenda.
- B. Non-Smoking Policy: Will be added to next months agenda.

**Manager/Trustee's Reports:** Manager reports 31 burials for May 2013, YTD total of 135 burials. Manager reported on escrow instructions being delivered to the District for signature. Manager reported on the need for trustee participation on the CAPC Board. Hubert reported on the Manager evaluation, trouble with our PA system and cemetery equipment use during services. Marlin reported on the progress of our Columbarium. Johnny reported on the need to start planning niche pricing and procedures and the bid process for completing phase 2 and 3.

**Adjournment:** Hubert moved, Rueben seconded, motion passed 4:58 pm.

Minutes recorded by Jim Ludy, Manager N.K.C.D.