

The North Kern Cemetery District Minutes of Regular Meeting held July 11, 2013

The North Kern Cemetery Board met at 4:17 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.

Audience: Mark Albert and Chris Albert

Public Comment: None.

Albert and Associates; Audits and Engagement Letter: Marlin moved that item 8 be moved to 2A, Rueben seconded, motion passed. Chris Albert walked the Board through Audits for 2009, 2010, 2011. Mark Albert presented an engagement letter for years 2012 and 2013. Marlin moved to approve the signing of the engagement letter, Hubert seconded, motion passed.

Transfer of Revenues collected during the month of June 2013, in the amount of \$39,500.61 to the County Treasurer for deposit. Hubert moved, Ruby seconded, motion passed.

Approve June 2013 Bill List: Manager was asked to clarify the Golden State Risk Management and the LAFCO invoices. Hubert moved to have the Manager ask Golden State RMA about payment plans and to pay the bills as presented, Marlin seconded, motion passed.

June 13, 2013 Board Minutes: The June Board minutes were submitted for review and approval, Hubert moved to approve the minutes as submitted, Marlin seconded, motion passed.

June 2013 Financial Report: Hubert asked for the total of all funds and endowment accounts to be added to the bottom of the report for informational purposes only. Hubert moved to approve the report as presented, Marlin seconded, motion passed.

2013-2014 Budget: Manager presented the District budget for review. Manager pointed out items addressed in our planning meeting that are included in our current budget. Hubert moved that the budget be approved, Marlin seconded, motion passed.

Non-Smoking Policy: Manager presented his recommendation for a new policy. Johnny moved that we have no smoking on district property, Hubert seconded, 2 aye 3 no. Motion failed. Marlin moved to implement the Manager's recommendation: No smoking in District buildings, vehicles and while attending burial services and discarding butts properly. Ruby seconded, motion passed.

Uniform Policy: Manager presented his recommendation to the Board. After discussion, Marlin moved that groundsmen will wear their supplied uniform while on duty. Seasonal/Temporary employees will be provided 5 shirts to be worn on duty, Hubert seconded, motion passed.

Discussion Item: No action can be taken:

- A. Manager evaluation. Will be added to next months agenda.
- B. CAPC Education Seminar. Will be added to next months agenda.

Manager/Trustee's Reports: Manager reports 24 burials for June 2013, YTD total of 159 burials. Manager reported on escrow preliminary report being delivered to the District. Manager reported on the need for a 5th groundsman, equipment updateing and being on track to surpass 300 burials for the year. Marlin reported on the need for part time help in the office to free up time for accounting. Johnny reported on the need to have accurate job descriptions Hubert reported on our web-site development, cemetery mapping software and the need to be pro-active in aiming towards a smoke free working place. Hubert also praised the cemetery staff for a job well done.

Adjournment: Hubert moved, Rueben seconded, motion passed 6:18 pm.

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