

The North Kern Cemetery District Minutes of Regular Meeting held August 8, 2013

The North Kern Cemetery Board met at 4:16 PM at the regular meeting place, North Kern Cemetery District office at 627 Austin Street, Delano, California. The meeting was called to order by Vice Chairman Hubert Rabanal. Present were Ruby Hill, Hubert Rabanal, Marlin Isaacs, Rueben Pasqual and Manager Jim Ludy. Absent Johnny Munoz.

Board Reorganization: per bylaws, Marlin moved to nominate Rueben Pasquel for Chairman, Ruby seconded, motion passed. Marlin moved to nominate Ruby Hill for Vice-Chairman, Rueben seconded, motion passed. Hubert moved to nominate Marlin Isaacs for Clerk of the Board, Rueben seconded, motion passed. Thank you to our outgoing Chairman and Vice Chair, Johnny Munoz and Hubert Rabanal for a job well done and welcome to our incoming Board.

Audience: Gilbert Caraveo, Nathan Ford, Lupe Baragan.

Public Comment: Mr. Caraveo and Mr. Ford addressed the Board on the lack of supervision for cemetery visitors after the staff leaves work during the week and primarily on weekends. They have seen visitors setting up canopies, chairs, ice chests and grills. They would like for the Board to come up with a way to stop this practice. Ms. Baragan reported on the activities she has witnessed when walking her dogs. She reports that our employee in charge of locking our gates at sundown should be more forceful with those slow to leave. She also complained of visitors misusing the cemetery.

Transfer of Revenues collected during the month of July 2013, in the amount of \$38,325.56 to the County Treasurer for deposit. Hubert moved, Ruby seconded, motion passed.

Approve July 2013 Bill List: Manager was asked to clarify the City of Delano and the Wholesale Fuels, Stevens Monument invoices. Marlin moved to pay the bills as presented, Ruby seconded, motion passed.

July 11, 2013 Board Minutes: The July Board minutes were submitted for review and approval, Marlin moved to approve the minutes as submitted, Ruby seconded, motion passed.

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

Columbarium Borders: Manager presented a quote to install a temporary border around our columbarium flower beds. Pictures of a similar border was provided for review. Several members questioned if the proposed border would create a tripping hazard. The

addition of benches for seating was discussed. Manager will put together some alternative plans for consideration. Tabled.

CAPC Education Seminar Oct. 4-5 2013: Hubert moved to allow Board members to attend this seminar. Marlin seconded, motion passed.

Adoption of Manager Evaluation Form: Manager presented a sample form for review and approval. Hubert requested that the manager check with local districts to see if they have other evaluation forms available. Marlin moved that we adopt the form provided and review any new forms the Manager may provide at our September meeting, Ruby seconded, motion passed.

Chicago Title Escrow: Ruby moved that the Manager Jim Ludy be authorized to sign all escrow documents for the District, Marlin seconded, motion passed.

Discussion Item: No action can be taken:

- A. Grounds Security and Supervision:** Manager reported on the difficult task of supervising the cemetery grounds on evenings and weekends when no employees are working. This item will be the subject of a special meeting Wednesday, August 14, 2013 at 3:00 pm.
- B. Seasonal vs Groundsman expense:** Manager was asked to present figures for the Boards review. After discussion, manager will put together more information for a future meeting.

Manager/Trustee's Reports: Manager reports 24 burials for July 2013, YTD total of 183 burials. Manager reported on changing our agenda format, uniform cost for seasonal employees and transferring columbarium cost from endowment earnings fund into our Wells Fargo account. Marlin reported on our need to solve security problems. Ruby reported on nonresident fees. Hubert reported on the need to prune our trees more to allow better clearance for vehicles. Rueben reported on wanting to see progress reports for our gates, planting trees and installing solar security lights.

Adjournment: Ruby moved, Hubert seconded, motion passed 5:33 pm.

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