

The North Kern Cemetery District

Minutes of Regular Meeting held November 14, 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 Chairman Rueben Pasqual. Present were Hubert Rabanal, Rueben Pasqual, Johnny Munoz, Ruby Hill and Manager Jim Ludy. Absent: None.

Audience: Dave Freeland, First District Senior Advisor.

Public Comment: Dave Freeland introduced himself and welcomed the opportunity to observe our Board at work.

Transfer of Revenues collected during the month of October 2013, in the amount of \$50,360.93 to the County Treasurer for deposit. Rueben asked for clarification as to why the figure transferred to the County does not appear on the monthly financial report. Manager explained that the exact figure shown on each month's financial report consists of sales, endowment funds and pre-need funds that are transferred to their appropriate county funds. Manager was asked to have the appropriate break down available at future board meetings. Johnny moved, Ruby seconded, motion passed.

Approve October 2013 Bill List: Manager was asked to clarify the Aramark, Mobile Computer Services, TJS Construction and the Leyva's Security invoices. Johnny moved to pay the bills as presented, Hubert seconded, motion passed.

October 10, 2013 Board Minutes: The October board minutes were submitted for review and approval, Hubert moved to approve the minutes as submitted, Ruby seconded, motion passed.

October 2013 Financial Report: Johnny commented he would like to see a more detailed financial report that would be tied back to our annual budget on a monthly basis. Johnny moved to approve the report as presented, Ruby seconded, motion passed.

Southern California Edison – Security Lights: A SCE service planner visited the Cemetery to evaluate our existing lighting and make suggestions for additional lighting where possible. No action taken.

RFQ Phase II Bids: Manager placed an ad requesting qualified contractors to bid on our roadway and restroom project. No action taken.

Manager/Trustee's Reports: Manager reported on niche pricing, engraving and numbering for our columbarium. Hubert reported on in ground cremation services and

the need to review pricing. Rueben reported on the Chamber of Commerce membership process. Johnny thanked Dave Freeland for his presence at our meeting.

Discussion Item: No action can be taken:

- A. RJM Design Group.** Manager presented a letter, brochure and a sample design concept from Brea Cemetery.
- B. Burial Price Review.** Manager presented our burial price history from 2005 to present. It showed we have not raised our prices since March 1, 2010.

Closed Session: Manager Evaluation. Johnny moved to enter closed session, Hubert seconded. Motion passed 5:36 pm.

Open Session: Johnny moved, Hubert seconded, motion passed 6:27 pm. Manager Evaluation, direction given.

Adjournment: Ruby moved, Hubert seconded, motion passed 6:28 pm.

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