

The North Kern Cemetery District Minutes of Regular Meeting held January 9, 2014

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 Rueben Pasqual. Present were Hubert Rabanal, Rueben Pasqual, Johnny Munoz, Ruby Hill and Manager Jim Ludy. Absent: None.

Audience: Michael Shinault and Daniel Gutierrez.

Public Comment: None.

Transfer of Revenues collected during the month of December 2013, in the amount of \$31,094.05 to the County Treasurer for deposit. Ruby moved, Johnny seconded, motion passed.

Approve December 2013 Bill List: Manager was asked when our Aramark contract expires and was directed to send a cancellation notice. Johnny moved to pay the bills as presented, Hubert seconded, motion passed.

December 12, 2013 Board Minutes: The December board minutes were submitted for review and approval, Hubert moved to approve the minutes as submitted, Johnny seconded, motion passed.

December 2013 Financial Report: Ruby moved to approve the report as presented, Johnny seconded, motion passed.

Shinault-Baker 2013 Financial Statement: Daniel Gutierrez presented the District's 2013 Financial Statement Report and an engagement letter for 2014 for the Boards review and comment. Improvement of accounting practices for pre-need and endowment funds were discussed. No action taken.

CAPC 56th Annual Conference: Johnny moved that the District reserve rooms and encourage attendance at the conference, Hubert seconded, motion passed.

Wells Fargo Advisors – Escrow Funds. Manager has arranged a special meeting with Wells Fargo Advisors on Thursday, January 16th at 10:00 am. Hubert moved that the District authorize the transfer of some District funds from the County of Kern to insured accounts with Wells Fargo Advisors, Johnny seconded, motion passed.

District Agenda Format: Hubert moved that we modify our current agenda format by eliminating the Consent Agenda and Regular Agenda designations, Johnny seconded, motion passed.

Manager/Trustee's Reports: Manager reported 20 internments for December, 304 total for 2013. Hubert reported on the great look of our four new gates, his desire to improve phone etiquette at the District office and the need to improve District accounting practices. Johnny reported on new accounting software that is available for cemeteries, the need to continually check on and improve our website and the need to keep our grounds maintained at all times.

Discussion Item: No action can be taken:

- A. 2013-2014 Budget Update. Manager presented up to date information on the Districts budget for discussion.
- B.

Adjournment: Johnny moved, Hubert seconded, motion passed 5:55 pm.

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