

The North Kern Cemetery District Minutes of Regular Meeting held July 10, 2014

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

Audience: Mrs. Yonaki, Victoria Frost, Helen Caraveo, Olivia Caraveo, Perla Rivera.

Public Comment: Mrs. Yonaki commented on the Board's decision to not have an employee return to work after a vehicle policy issue.
Victoria Frost commented on her concern about the setting of headstones.

Transfer of Revenues collected during the month of June 2014, in the amount of \$38,592.27 to the County Treasurer for deposit. Hubert moved, Johnny seconded, motion passed.

Approve June 2014 Bill List: Manager was asked to clarify the Albert and Associates invoice and an apparent discrepancy with the California Valley Vault fiscal year to date total. Manager will report his findings next month. Hubert moved to pay the bills as presented, Ruby seconded, motion passed.

June 12, 2014 Board Minutes: The June Board minutes were submitted for review and approval. Hubert moved to approve the minutes as submitted, Ruby seconded, motion passed.

June 17, 2014 Special Meeting Minutes: The June 17, Special Meeting minutes were presented for approval. Hubert moved to approve the minutes as submitted, Johnny seconded, motion passed.

June 24, 2014 Special Meeting Minutes: The June 24, Special Meeting minutes were presented for approval. Ruby moved to approve the minutes as submitted, Jose seconded, motion passed.

June 26, 2014 Special Meeting Minutes: The June 26 Special Meeting minutes were presented for approval. Ruby moved to approve the minutes as submitted, Jose seconded, motion passed.

June 2014 Financial Report: Hubert pointed out the total for the Wells Fargo Advisors Funds were omitted from the June report. Manager provided the statement for the funds

and will correct the form for next month. Hubert moved to approve the report as presented, Johnny seconded, motion passed.

Memorial Day Presentation: Olivia Caraveo, Helen Caraveo and Perla Rivera made a presentation of a tribute display to commemorate our deceased veterans and honor their service at our Memorial Day Program. The Board gave them advise and their blessing to help make their plan a reality. No action taken.

Investment Policy: Our attorney presented a new Investment Policy for the Boards review and approval. She also provided a check writing policy format for review. Ruby recommended a \$2,000 limit for the District Manager on expenses without prior board approval while still requiring two signatures. Jose moved to approve the revised Investment Policy and the Check Writing Policy with the \$2,000 limit, Hubert seconded, motion passed.

2014-2015 District Budget: After review and discussion, Hubert moved to approve the 2014-2015 Budget as presented, Jose seconded, motion passed.

Manager/Trustee's Reports: Manager reported 22 internments for June, 2014. Manager reports the west side security light has been installed and is working. Also employees taking a bilingual certification class must do so on their own time. Hubert reported on a phone answering etiquette policy and the fact that any vehicle policy should include no smoking in district vehicles. Also he would like to see Ken Caves involved in future negotiations with the union. Johnny reported on the proposed honoring of interred veterans on Memorial Day. Jose reported on the time clock location and its use.

Discussion Item: No action can be taken:

- A. Vehicle Policy. Manager presented a clarified vehicle policy for review and discussion. No Action Taken.
- B. Time Clock Policy. Manager presented a Time Clock Policy for review and discussion. No Action Taken.

Closed Session: M.O.U. Johnny moved to go into closed session, Ruby seconded, motion passed. 5:57pm.

Open Session: Johnny moved to go into open session, Jose seconded, motion passed 7:09 pm.

Manager was given direction.

Adjournment: Johnny moved, Hubert seconded, motion passed 7:10 pm.

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

