

The North Kern Cemetery District Minutes of Regular Meeting held December 11, 2014

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 Ruby Hill. Present were Hubert Rabanal, Ruby Hill, Jose Hernandez and Manager Jim Ludy. Absent: Johnny Munoz and Rueben Pascual.

Audience: None.

Public Comment: None.

Transfer of Revenues collected during the month of November 2014, in the amount of \$58,775.85 to the County Treasurer for deposit. Hubert moved, Jose seconded, motion passed.

Approve November 2014 Bill List: After review of the bill list, the Manager was asked to explain the year to date totals for all vendors. It was discovered that the totals listed were calendar year instead of fiscal year. Corrections will be made for the next meeting. Hubert moved to pay the bills as presented, Jose seconded, motion passed.

November 13, 2014 Board Minutes: The November 13, 2014 Board minutes were submitted for review and approval. Hubert moved to approve the minutes as submitted, Jose seconded, motion passed.

November 26, Special Meeting Minutes: The November 26, 2014 Special Meeting Minutes were submitted for review and approval. Hubert moved to approve the minutes as submitted, Jose seconded, motion passed.

November 2014 Financial Report: Manager reviewed the November 2014 report. Hubert moved to approve the report as presented, Jose seconded, motion passed.

2013 – 2014 Audit Report: Albert and Associates: Chris Albert presented our 2013-2014 audit. He reviewed all findings and answered questions from the Board. Jose moved to except the audit, Hubert seconded, motion passed.

Office Security Quote: Manager presented a quote from Tel-Tec Security to secure and monitor the District office. Tabled. Manager directed to seek two additional quotes.

Payroll Quotes: Manager presented quotes for payroll service. After discussion, Hubert moved to select Hocking, Denton and Palmquist Inc. for payroll service, Jose seconded, motion passed.

CAPC Annual Conference: Hubert moved to attend the conference and support the hospitality , Jose seconded, motion passed.

Manager Evaluation:

- A. Closed Session:** Hubert moved to enter closed session, Ruby seconded, motion passed. 6:11 PM.
- B. Open Session:** Hubert moved to enter open session, Jose seconded, motion passed 6:20 PM. No action taken.

Manager/Trustee's Reports: Manager reported 23 internments for November 2014. Manager reported on moving \$50,000 from Wells Fargo Advisors to the District's General Fund. Kern Asphalt is scheduled to start our roadway project on January 18th, 2014. Jose reported on Whistle Blower Policy and vacation time policy for District employees. Hubert reported on wishing all a great holiday season.

Discussion Item: No action can be taken:

- A.**
- B.**

Adjournment: Hubert moved, Jose seconded, motion passed 6:23 PM.

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