

## **The North Kern Cemetery District Minutes of Regular Meeting held November 12, 2015**

The North Kern Cemetery Board met at 4:18 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, Jose Hernandez, Rueben Pascual, Pearl Rivera, Ruben Hill (4:55) and Manager Jim Ludy.

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**Audience:** Jade Abao (student)

**Public Comment:** None

**Transfer of Revenues** collected during the month of October 2015, in the amount of \$44,751.08 to the County Treasurer for deposit. Jose asked for clarification of the receipt for Kern County Auditor-Controller. Jose moved to approve the transfer, Hubert seconded, motion passed.

**Approve October 2015 Bill List:** Manager explained the Albert and Associates, Kirk and Simas and SPD Printing invoices. After review of the bill list, Jose moved to pay the invoices as presented, Pearl seconded, motion passed.

**October 22, 2015 Board Minutes:** The October 22, 2015 Board minutes were inadvertently left out of the Board packets. Tabled for next meeting.

**October 2015 Financial Report:** Manager reviewed the October 2015 report. Hubert did not get the same total for all accounts as recorded in the report. Hubert moved to table the report until November 24<sup>th</sup> meeting, Jose seconded, motion passed.

**CemSites Quote:** Manager presented the adjusted quote for consideration. Our counsel reviewed the contract and recommended clarification from CemSites on several areas before signing. Manager reports CemSites representative requested a meeting on November 19 to go over their proposal. Tabled.

**Office Furniture Quotes:** Pearl presented a quote from one business for the desired furniture for consideration. She will try to provide two more quotes on similar furnishings to consider. Tabled.

**Pomfret Cemetery:** Manager presented a slide show of the Pomfret Memorial Cemetery for the Boards information. The Board discussed options to improve the cemetery. Hubert moved to have the Manager seek bids to replace the old chain link fence with a wrought iron fence on the two sides facing the roads, Jose seconded, motion passed.

**Conference Meal Allowance:** The Board discussed the allowance given to cover meals when attending conferences. Hubert moved to raise the daily allowance to \$90.00, Ruby seconded, 2 aye and 3 nay, motion failed. Pearl moved to keep the same meal structure currently in place but to raise the daily dinner allowance to \$50.00, Jose seconded, motion passed, all aye.

**Bronze Entrance Signs:** Manager has contacted a company to quote a price for three signs to enhance our remodeled entrances. Quote not received as of our meeting. Information only.

**Personnel :**

- A. Closed Session: Jose moved to enter closed session, Pearl seconded, motion passed 5:21 pm.
- B. Open Session: Jose Moved to enter open session, Pearl seconded, motion passed. Manager was given direction.

**Manager/Trustee's Reports:** Manager reported 18 internments for October 2015. Manager reports that trees have been ordered to replace a few lost to the drought, Barc has delivered a container for shredding old documents, a second phone line has been added, the City of Delano has found old burial records from 1915 to 1940 and RJM Design is planning a trip to our cemetery to start the process for developing a site plan for expansion. Hubert reported on not being satisfied with the placement of security cameras, making sure the no smoking on cemetery grounds are enforced and the need to move more invested monies to another bank and the December meetings to be Dec.10 and Dec.28. Ruby reported on the need to have a District credit card with a \$5,000.00 limit to facilitate making seminar reservations.

**Discussion Item: No action can be taken:**

- A. Veteran's Monument Addition: Manager will have Visalia Marble and Granite work up a plan for the Boards future discussion.

**Adjournment:** Hubert moved, Jose seconded, motion passed 6:13. PM.

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