

## **The North Kern Cemetery District Minutes of Regular Meeting held November 24, 2015**

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 Pascual. Present were Jose Hernandez, Rueben Pascual, Pearl Rivera, Ruben Hill, Hubert Rabanal and Manager Jim Ludy.

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**Audience:** John Courtney and daughter Isabella Courtney.

**Public Comment:** None

**October 6, 2015 Board Minutes:** The October 6, 2015 Board minutes were submitted for review and approval. Jose moved to approve the minutes as presented, Ruby seconded, motion passed.

**October 22, 2015 Board Minutes:** October 22, 2015 Board minutes were submitted for review and approval. Hubert moved to approve the minutes as presented, Ruby seconded, motion passed.

**November 12, 2015 Board Minutes:** The November 12, 2015 Board minutes were submitted for review and approval. Hubert moved to approve the minutes as presented, Jose seconded, motion passed.

**October 2015 Financial Report:** The October 2015 Financial Report was double checked for accuracy and duplicated on an excel spreadsheet for future reports. Hubert moved to approve the report as presented, Pearl seconded, motion passed.

**RJM Design Group: John Courtney:** John presented ideas for the Board to consider when designing a site plan for expansion. RJM will deliver a proposal for the Boards review.

**Bronze Memorials Quote:** Manager presented a quote from Bronze Memorials for three plaques to be mounted on our main entrances. Manager was given direction on size of plaques and advised to put this item on our next agenda. Tabled.

**Cemsites Software:** Manager presented a new quote from Cemsites and discussed the remedies to concerns legal council brought up when reviewing the contract. Hubert moved to table this item for more study, Jose seconded, motion passed.

**Office Furniture Quote:** Pearl presented a quote for furniture for the manager's office from CVOS. After discussion, Jose moved to approve the purchase, Ruby seconded, motion passed.

**Veteran's Monument Addition:** Manager reported on a meeting with Visalia Marble and Granite on what possible additions could be made to our existing monument. They will work up a proposal on their recommendations. Information only.

**December Board Meeting Dates:** Due to conflicting schedules, December meetings will be scheduled for Thursday December 10 at 3:00 and Monday December 28 at 4:15. Information only.

**Manager/Trustee's Reports:** Manager reported on working on a quote for a new fence at Pomfret Cemetery and a quote for two new Kawasaki Mules. Manager also asked the Board to review our price history for a possible rate increase in January 2016. Jose reported on the McFarland Lions Club would like to adopt the maintenance duties at Pomfret Memorial Cemetery. They would like to clean up twice yearly as a community service project. The District will send a authorization letter to the Lions Club. Rueben reported on the upcoming LAFCO election and possible support from other special districts and the need to enforce existing time card rules that are being circumvented by some employees. Pearl reported on CVOS working on a quote for the conference room and waiting room furniture.

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

- A. City of Delano burial permits. Manager picked up the old documents from the city clerk from 1915 through 1940.
- B. Chase Bank Card. Manager had three inquiries for credit cards. Chase Bank was the most reasonable.

**Adjournment:** Ruby moved, Hubert seconded, motion passed 6:25 PM.

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