

The North Kern Cemetery District Minutes of Regular Meeting held October 22, 2015

The North Kern Cemetery Board met at 4:22 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 and Manager Jim Ludy. Hubert Rabanal joined the meeting at 5:55 PM.

Audience:

Public Comment: None

Approve September 2015 Late Bill List: Manager presented all invoices that were received after our October 6th meeting . After review of the bill list, Jose moved to pay the invoices as presented, Ruby seconded, motion passed.

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 13, 2015 Special Meeting Board Minutes: October 13, 2015 Special Meeting Board minutes were submitted for review and approval. Jose moved to approve the minutes as presented, Pearl seconded, motion passed.

September 2015 Updated Financial Report: Manager reviewed the September 2015 report. Statements for Wells Fargo Advisors and Morgan Stanley were updated to the report. Jose moved to approve the report as presented, Ruby seconded, motion passed.

CAPC Education Seminar Recap: Manager and Trustees reviewed the seminar. No action taken.

CemSites Software Quote: Manager presented a quote from CemSites for an update of our record keeping software. Manager was given direction and advised to put this item on our next agenda. Tabled.

Upright Monument Section: The Board discussed the pros and cons of an upright section and decided to do more research on the issue. Tabled.

Columbarium Dedication: Ribbon Cutting ceremony is scheduled for Wednesday, October 28th at 10:00. Direction given.

November Board Meeting Dates: Due to the holiday season, Thursday November 12th and Tuesday, November 24th have been scheduled for Board Meetings. Information only.

Manager/Trustee's Reports: Manager reported 214 burial through September 2015. Manager reported on a complaint about dirt from a burial being piled up on a neighboring grave and not being cleaned up to our customer's satisfaction. Hubert reported on our office staff not answering the phone stating their name against policy, and no tobacco products of any kind being allowed on our grounds. He also asked for an update on a second phone line. Jose reported on the need to have complaint forms available at our office, The need to clean up Pomfret Cemetery twice yearly and the process by which new trees are planted on our grounds. Ruby would like to have the Trustees pictures framed and presented in our lobby. Pearl presented ideas and pictures for a remodel of our office interior.

Discussion Item: No action can be taken:

- A. RJM Design Group. Manager will schedule a special meeting with John Courtney to discuss a site plan.
- B. Conference Meal Allowance. To be placed on our next agenda.

Adjournment: Hubert moved, Ruby seconded, motion passed 6:05 PM.

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