

## **The North Kern Cemetery District Minutes of Regular Meeting held February 25, 2016**

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 Rueben Pascual, Pearl Rivera, Ruben Hill, Hubert Rabanal, Jose J. Hernandez and Manager Jim Ludy. Absent none.

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**Audience:** Doug Heal

**Public Comment:** None.

**February 11, 2016 Board Minutes:** The February 11, 2016 Board minutes were submitted for review and approval. Hubert moved to approve the minutes as presented, Ruby seconded, motion passed.

**February 18, 2016 Special Board Meeting Minutes:** The February 18, 2016 Special Board Meeting minutes were submitted for review and approval. Hubert moved, Ruby seconded, motion passed.

**Investment Options: Citizen Business Bank:** Doug Heal presented his proposal to invest monies currently in our Wells Fargo Advisors pre-need account in an effort to spread out our funds to better insure against loss while increasing performance. His plan included three structured CDs to maximize insurability. Jose moved to approve the plan, Hubert seconded, motion passed.

**Audit Report:** District counsel Karen A. O'Neil via telephone conference explained the findings of an audit conducted by Price Paige & Co. to address discrepancies in our July 2013 through June 2014 District audit. Changes to District procedures were deemed sufficient to remedy future problems and several new accounting procedures were recommended to be instituted. Information only.

**Closed Session:** Conference with Legal Counsel – Potential Litigation. Hubert moved to enter closed session, Jose seconded, motion passed 5:22 pm. Manager left the room.

**Open Session:** Jose moved to enter open session, Pearl seconded, motion passed 5:55pm. No action taken.

**Master Plan Quotes:** The Board reviewed two quotes to develop a Master Plan for the District's future expansion. Manager was given direction to seek at least one more quote. No action taken.

**Pomfret Cemetery Map:** Manager presented several maps of our pioneer cemetery he received from the Kern Co. Assessors Office. The maps showed the property lines and how far around the actual cemetery they extend. Manager was given direction. Information only.

**Manager/Trustee's Reports:** Manager reported on contacting asphalt companies to inspect our roadways and recommend maintenance options. Manager also contacted several construction companies to bid on repairing our office sidewalk. Manager is working on a conference call in early March to discuss a suggested pre-need option with our counsel. Jose reported on the need to inspect and maintain our public restrooms in a timely manner. Jose reported the need to demolish the small house behind our shop to allow for more equipment storage and parking. Hubert reported on Pomfret Cemetery and the District excepting credit cards.

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

- A. Columbarium security light.
- B. Columbarium gazebo design.

**Adjournment:** Jose moved, Pearl seconded, motion passed 6:40 PM.

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