

## **The North Kern Cemetery District Minutes of Regular Meeting held May 12, 2016**

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 and Manager Jim Ludy.

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**Audience:** Doug Heal of Citizens Trust.

**Public Comment:** None

**Transfer of Revenues** collected during the month of April 2016, in the amount of \$41,642.88 to the County Treasurer for deposit. Jose moved to approve the transfer, Ruby seconded, motion passed.

**Approve April 2016 Bill List:** Manager explained the BARC, Leyva's Security, Stacy Magorian Farming and Smart & Final invoices. After review of the bill list, Jose moved to pay the invoices as presented, Ruby seconded, motion passed.

**April 28, 2016 Board Minutes:** The April 28, 2016 Board minutes were presented for review and approval. Hubert moved that we approve the minutes as presented, Jose seconded, motion passed.

**April 2016 Financial Report:** Ruby moved to approve the report as presented, Jose seconded, motion passed.

**Citizens Trust , Doug Heal:** Doug updated the Board on the current status of our funds invested with Citizens Trust and how they are insured. Information Only.

**Closed Session:** Conference with legal Counsel – Potential litigation. Jose moved to enter closed session, Ruby seconded, motion passed 4:40 PM.

**Open Session:** Ruby moved to enter open session, Jose seconded, motion passed 4:55 PM. Manager was given direction. No action taken.

**Updated Deposit Policy:** Counsel reviewed our updated deposit policy, Ruby moved to approve, Hubert seconded, motion passed.

**Updated Financial Audit Policy:** Counsel reviewed our updated financial audit policy. Ruby moved to approve the financial audit policy with one correction, changing auditors every 5 years instead of the recommended 8 years, Jose seconded, motion passed.

**Updated Bill Paying Policy:** Counsel reviewed our updated bill paying policy. Jose moved to approve the bill paying policy, Ruby seconded, motion passed.

**Updated Check Writing Policy:** Counsel reviewed our updated check writing policy. After discussion, Hubert moved to approve the check writing policy, Pearl seconded, motion passed.

**Memorial Day Program:** Manager presented the preliminary program for this year. No action taken.

**Manager/Trustee's Reports:** Manager reported 21 internments for April 2016, a phone call complaint about sprinklers running on Tuesday May 10 (Mexico Mothers Day) and his health. Hubert reported on possible security camera locations within the cemetery grounds, training of new employees, and new policy documents regulating employment with the District. Jose reported on the need to survey boundaries of Pomfret Cemetery, and the need to develop new positions at the District in the near future. Pearl reported on the need to keep the District office clean on a regular basis and possible remedies to the problem. Ruby reported on possibly having groundsmen or temporary workers doing office cleaning.

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

- A. Office Cleaning Service. Discussed.

**Adjournment:** Jose moved, Hubert seconded, motion passed 6:08 PM.

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