

The North Kern Cemetery District Minutes of Regular Meeting held September 8, 2016

The North Kern Cemetery Board met at 4:17 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, Rueben Pascual, Pearl Rivera, Jose J. Hernandez, Ruben Hill and Manager Jim Ludy. Absent none.

Audience: Andrew Mendoza of Parkview Mortuary.

Public Comment: Andrew Mendoza addressed the Board on his proposal to offer a Pre-Need payment plan for burial lots. His plan is listed on the agenda and will be discussed later in this meeting.

Transfer of Revenues collected during the month of August 2016, in the amount of \$49,169.70 to the County Treasurer for deposit. Jose moved to approve the transfer, Ruby seconded, motion passed.

Approve August 2016 Bill List: The Manager explained the Applied Technology, Kern Turf Supply, Sierra Industries and the reimbursement list invoices. After review of the bill list, Jose moved to pay the invoices as presented, Ruby seconded, motion passed.

August 25, 2016 Board Minutes: The August 25, 2016 Board minutes were presented for review and approval. Jose moved that we approve the minutes as presented, Ruby seconded, motion passed.

August 2016 Financial Report: Manager discussed his plan to move our Wells Fargo Advisors General Fund monies to the District's General Fund with the County of Kern. Ruby moved to approve the report as presented, Jose seconded, motion passed.

Closed Session: Conference with legal Counsel – Potential litigation. (2 Items)

- A. Closed Session: Ruby moved to enter closed session, Jose seconded, motion passed 4:34 pm.
- B. Open Session: Ruby moved to enter open session, Jose seconded, motion passed 5:14 pm.

Manager was given direction, no reportable action taken.

Conflict of Interest Code: Posting requirement has been met. Redline copies are available for inspection at the District office and approval will be asked for at our next board meeting. The content of the new code was discussed but no action was taken.

Parkview Mortuary Pre-Need Program: Andrew Mendoza gave a presentation to the Board of the details of a possible program that would be funded by insurance. Our counsel will evaluate the program.

Simco Grave Digger Bucket Repair: Manager presented quotes to rebuild the digging buckets on both of our Simco grave opening machines. Jose moved to rebuild the oldest machine first and then the newer machine pending a successful outcome, Ruby seconded, motion passed.

Manager/Trustee's Reports: Manager reported 20 internments for August 2016. Hubert reported on the technology of solar lights needing to be used by the District. Pearl reported on the internet connection speed at our office. Rueben reported on the need to develop new job descriptions for the District.

Discussion Item: No action can be taken:

- A. Upright Monument Section.
- B. Parkview Mortuary Pre-Need Program.
- C. 425 Austin St.
- D. Pomfret Cemetery Boundary.
- E. Office Exterior Paint.
- F. Columbarium Security Light.
- G. Master Plan.
- H. CemSites.

Adjournment: Ruby moved, Jose seconded, motion passed 6:34 PM.

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