

The North Kern Cemetery District Minutes of Regular Meeting held January 12, 2017

The North Kern Cemetery Board met at 4:15 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, Interim Manager Alfred Roman.

Audience: Mike Elliott and Richard Maccreeedy members of Kern County Grand Jury

Public Comment: None.

December 8, 2016 Board Meeting Minutes: The December 8, 2016 Board meeting minutes were submitted for review and approval. Motion made by Hubert and seconded by Jose

December 2016 Bill List

Tabled by Hubert seconded by Pearl

Approved Transfer of Revenues Collected for December 2016 in amount of \$45,069.52 to County Treasurer for Deposit.

Tabled by Hubert and seconded by Pearl.

Financial Report

Tabled by Hubert, seconded by Pearl.

Promfret Cemetery:

Two proposals were presented. Proposal with Hughes Surveying was accepted. Jose made motion, seconded by Hubert. Contact will be made with Hughes Surveying.

Office Security (Cameras) Proposal:

Proposal reviewed (Tel-Tec) discussion held regarding degree of angle of front outside camera by office entrance. Board requesting we make contact with Tel-Tec for adjustment of angle. Proposal for up-grade to be discussed at next meeting. Discussion of lighting outside front office entrance as well as west side of office.

Fiscal Control Policies:

Policies reviewed and discussed. Board asking policies be signed by employees and placed in there personnel files.

District Claim (E. Cabrera)

Board asking that we refer to our Risk Management Carrier if it has not been done so.

Public Cemeteries Seminar:

Discussion held as to who will be attending.

Internet Proposal:

Discussion held regarding upgrading internet (hardware) signal. Motion made by Jose to upgrade and seconded by Ruben Hill

Closed Session

Pursuant to government code section 54957(b), consider appointment of District Manager. Motion made to go into Closed Session by Jose and second by Pearl. Discussion held to offer District Manager position to Alfred Roman, Interim Manager.

Open Session:

Motion made by Hubert and seconded by Jose the Board return to open session. Voting held in offering position to Alfred Roman as District Manager. Salary discussed motion made by Hubert and seconded by Jose.

Reports:

Manager's/Trustee's Reports: 21 burials for December 2016. YTD Total Burials: 268.

Pearl mentioned east sidewalk from office in need of repair and obtaining estimates. Comments made by Hubert regarding recent vandalism to board member vehicles. Manager discussed on-going employee safety training to be held on monthly basis to grounds man and at no financial cost to district.

Discussion Items: No action can be taken:

- A. Upright Monument Section
- B. Parkview Mortuary Pre-Need Program
- C. 425 Austin Street
- D. Promfet Cemetery Boundary
- E. Office Exterior Paint
- F. Columbarium Security Light
- G. Master Plan
- H. CemSites
- I. Hocking, Denton and Palmquist
- J. CalPers Update

The North Kern Cemetery District Minutes of Regular Meeting held February 9, 2017

The North Kern Cemetery Board met at 4:15 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 arrived at 5:15pm, Hubert Rabanal, Jose J. Hernandez, Alfred Roman, Manager

Audience: Mr. Douglas Heal- CitizensTrust Bank

Public Comment: None

Transfer of Revenue December 2016 approved.

Jose Hernandez made a motion to approve, seconded by Pearl Rivera. Motion passed.

December 2016 Bill List approved.

Motion made by Hubert Rabanal, seconded by Jose Hernandez. Motion passed.

Transfer of Funds Revenues Collected during month of January 2017.

Hubert Rabanal made motion to approve, seconded by Jose Hernandez. Motion passed.

Approve January 2017 Bill List.

Motion to approve made by Hubert Rabanal and seconded by Jose Hernandez. Motion passed.

Financial Report January 2017.

Motion to approve made by Huebert Rabanal, seconded by Jose Hernandez. Motion passed.

Review January 12, 2017 Board Minutes

Motion to approve made by Jose Hernandez, seconded by Pearl Rivera.

Douglas Heal – CitizensTrust Bank

Douglas discussed our current investments with his bank and discussed the FDIC insured investments.

Xochitl Tabian

Xochitl stated to the Board that she was asking for clarification as to her job position title either Office Secretary or Office Manager.

Navarro Masonry Proposal

Discussion was held regarding bid to remove and replace cracked sidewalk East of cemetery district office. Motion to approve made by Jose Hernandez and seconded by Pearl. Motion passed.

Housley Demolition Proposal

Discussion held regarding proposal to demolish home at 425 Austin. Board has made direction to Manager to proceed with environmental permits (asbestos) prior to awarding bid.

Tel-Tec Proposal

Discussion held regarding proposal to install two additional security cameras to outside of district office as well as upgrading DVD recorder. Motion to approve made by Pearl Rivera, seconded by Jose Hernandez. Motion passed.

Delano Police Department – Request for Records

Discussion held on providing records to Delano Police Department. Board requesting that DPD provide this Board with a subpoena and forward to legal counsel.

Review, discussion and approval of the Findings, Minutes by the Trustees on the Appeal by Termed Employee.

Motion made by Huebert Rabanal and seconded by Pearl Rivera. Motion passed.

Manager's/Trustee's reports

There were 26 burials for the month of January 2017. Hubert mentioned he would like have on agenda for next month possibility of providing water to board members during meetings. Rueben Pascual would like to discuss Continental Labor at next board meeting as well as possibility of a part-time office assistant. Ruben Hill requesting that his son's grave marker be lifted as it appears to have sunk.

Discussion Item: No action can be taken:

- A. Upright Monument Section
- B. Pre-Need Program
- C. Demolition of 425 Austin St.
- D. Promfret Cemetery Survey
- E. Office Exterior Paint
- F. Columbarium Security Light
- G. Master Plan
- H. CemSites Program

Adjournment: Jose made a motion to adjourn and seconded by Ruben Hill. Meeting terminated at 6:10 p.m.

Minutes recorded by Alfred Roman, Manager - NKDC

The North Kern Cemetery District Minutes of Regular Meeting held March 9, 2017

The North Kern Cemetery Board met at 4:15 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 Alfred Roman, Manager

Audience: Victoria Frost

Public Comment: Victoria Frost commented that she felt that it was taking too long to place markers out on cemetery grounds. Advised that we are moving as fast as we can.

February 9, 2017 Board Meeting Minutes: The February 9, 2017 Board meeting minutes were submitted for review and approval. Motion made by Hubert to approve minutes, seconded by Jose. Motion passed.

Review/Approve Revenue for February 2017, in the amount of \$49,793.39 to the County Treasure for Deposit: Motion made by Jose and seconded by Ruby, motion passed.

Review and Approve February 2017 Bill List \$34,059.78
Motion made by Jose and seconded by Ruby to approve bill list. Motion passed.

Financial Report February 2017.
Report reviewed and approved. Motion made by Jose and seconded by Pearl. Motion passed.

Ralph Lorta – Upright Monuments
Mr. Lorta was not present to address board. Item tabled.

District Office Telephone Proposal
Two bids were reviewed by the Board. Motion was made by Hubert and seconded by Jose to go with Alta Pacific. Motion passed.

SEIU Correspondence
Correspondence read by the Board. Place on next month's agenda as Labor Item.

Demolition Bid – 425 Austin Street
Demolition bid reviewed and discussed. Motion made by Hubert and seconded by Jose to accept bid from Housley Demolition Company. Motion passed.

SB-1179 Succession of Ownership

Bill discussed by Board and forms reviewed. Board suggests we forward forms to legal counsel for review and develop a policy.

Continental Labor

Discussed the need for possibility of acquiring part-time staff from said company. Will review as need arises.

Closed Session

Rueben Pascual made a motion to go into closed session at 5:00 p.m. and seconded by Pearl. Discussed with legal counsel NKCD options regarding possible litigation. Legal counsel will reach out to opposing party regarding requests from this board. Motion made by Jose to return to Open Session and seconded by Ruby Hill 5:20 p.m. Motion passed.

Reports: Manager's/Trustees Reports:

There were 30 burials for the month of February 2017. YTD Burials: 56. Jose reported that the Lions Club of McFarland will be a Promfet Cemetery on May 13, 2017 to clean up cemetery of weeds and debris from 9:00-11:00 am. Ruby Hill mentioned the possibility of a display area in the foyer of office on NKCD for general public information regarding death care information such as funeral insurance or funeral benefits and or support grief material. Hubert brought forth topic of the possibility of cell phones for board members while conducting official business. Item to be discussed further in the future.

Adjournment: Ruby made motion to close meeting and seconded by Jose. Meeting adjourned at 5:50 p.m.

Minutes recorded by Alfred Roman, Manager NKDC