

The North Kern Cemetery District Minutes of Regular Meeting held April 13, 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, Jorge Jaime, and Karen O'Neil.

Public Comment: Victoria Frost commented that she felt that it was taking too long to have markers set. So once again she was educated as to how we put our markers out. She complained about another marker business allegedly leaving business cards on graves. Victoria also stated that we should contract markers to be set by an outside company that she knows. Victoria was thanked for her comments.

March 9, 2017 Board Meeting Minutes: The March 9, 2017 Board meeting minutes were submitted for review and approval. Motion made by Hubert to approve minutes, seconded by Jose. No nays, motion passed.

Review/Approve Revenue for March 2017, in the amount of \$44, 893.05 to the County Treasure for Deposit: Motion made by Hubert and seconded by Jose. No nays, motion passed.

Review and Approve March 2017 Bill List \$39,737.32
Motion made by Hubert and seconded by Jose, No nays, motion passed.

Financial Report March 2017.
Report reviewed and approved. Motion made by Hubert and seconded by Jose, no nays, motion passed.

Victoria Frost Entrance Gates and Markers
Victoria Frost brought to our attention that some gates are locked during business hours. Advised here this has be addressed with person who opens and closes our gates. Also stated that we should hire a company that she knows that sets markers for a set fee. Board thanked her for her comments.

Ethics Class
Advised the Board that it is important that ethics/Sexual Harassment classes be taken every two years.

District Warrants – Increase Amount of Warrants Kept at District.

District Manager brought up the need to increase the amount of checks from three to ten to be kept at District office. Jose made a motion and seconded by Pearl. No nays were noted. Motion passed.

SEIU Negotiations

The Board discussed the need to have any outside professional negotiate for the District with our local SEIU. Discussion was had to bring Ken Caves on-board Jose made a motion and seconded by Hubert. No nays noted, motion passed.

Discuss and Approve Grand Jury Report of March 20, 2017

Report was read at length and discussed with all Board members by Karen O’Neil, District Counsel.

Distribute and Discuss Memorandum to the Board regarding The Brown Act.

Information on the Brown Act was made available in print to all Board Members and reviewed with Karen O’Neil.

Distribute and Discuss Memorandum to the Board Summary of Attorney-Client Privilege.

Information on Attorney-Client privilege was made available in print to all Board members and reviewed along with Karen O’Neil.

Financial Statement Ending June 30, 2016

Statement was read and discussed. Motion was made by Jose and seconded by Ruby, no nays were noted, motion passed.

Open Position for Additional Groundsman.

District Manager asked for Board for an additional groundsman possibly two. Discussion was held by Board, after lengthy discussion and motion was made by Ruby and seconded by Pearl, there was one nay noted by Hubert. Motion passed.

Current Flower Policy

Discussion was had by entire board and District Manager with regards to getting our public to become well versed in our flower policy. There are many families that are not adhering to our current flower policy and general rules and regulations. Board has agreed that we will have our Rules and Regulations translated into Spanish and Tagalog. These rules will also be placed in our local newspaper for all to read and become familiar. Once this has been completed a final date will be determined whereby the Rules and Regulations will be strictly enforced. Pearl made a motion and seconded by Jose, no nays were noted, motion passed.

Electronic Communication Between Board Members.

Lengthy discussion was held among Board members but no decision was made as if the District would purchase cell phones for all Board members.

Reports

Manager's/Trustee's Reports: 25 burials for March 2017. YTD Total Burials = 82. Jose reported that on May 13 at 8:00 a.m. the McFarland Boy Scouts will be out at Pomfret Cemetery to spruce it up. Jose invited everyone to come and assist if they would like.

Discussion Items

- A. Upright Monument Section
- B. Parkview Mortuary Pre-Need Program
- C. 425 Austin Street
- D. Promfret Cemetery Boundary
- E. Flower Policy
- F. Master Plan
- G. CemeSites
- H. Hocking Denton and Palmquist
- I. NKCD Website
- J. Holy Friday
- K. Board Member's Access to Video Cameras

Board discussed at length if half-day should be granted to staff to leave in order to celebrate Good Friday. Board agreed in this one instance that employees could leave early if they were will to use vacation time or be docked. Board is asking that this item be on the next agenda for further discussion.

Board member asking for phone application in order to view via his phone the live feeds from the district office. Manager stated that may be a conflict in the duties of the Board vs. the duties of the District Manager. Board directed that District Manager reach out to legal counsel for her opinion regarding this item.

Adjournment: Jose made a motion to adjourn and seconded by Ruby. No nays were noted. Meeting adjourned at 7:04 p.m.

Minutes recorded by Alfred Roman, Manager NKDC