

## **The North Kern Cemetery District Minutes of Regular Meeting held May 11, 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.

---

**Call to Order:** All Board members present.

**Audience:** None

**Public Comment:** None.

**Approve Transfer of Revenue April 2017 to the County Treasure for deposit in the amount of \$36,725.01** motion to approve made by Jose, and seconded by Ruby Hill. Naves: none. Motion approved.

**Approve April 2017 bill list in the amount of \$26,354.42.** Motion made by Ruby Hill to approve list, seconded by Jose, Naves: none. Motion passed.

**Financial Report April 2017.** Motion made to table this item by Hubert and seconded by Rueben Pascual. Naves: none

**Approve April 13, 2017 Board Minutes.** Jose made motion to approve minutes and seconded by Ruby Hill. Motion passed. Naves: none

**SEIU – Ken Caves (update).** Board was given update that Ken Caves has agreed to represent the district with its discussions with the union. First meeting will be held on May 16, 2017 at 3:00 p.m.

**Victoria Frost – Public Comment.** Victoria did not present to meeting.

**Groundsman Position.** Informed Board that there were 101 applicants, 63 applications were rejected due to being incomplete. 38 applications were in order. Interviews to follow in a couple of weeks.

**Memorial Day Program.** Information (tentative) program shared with Board.

**Response to 2016-2017 Grand Jury Report.** Report shared and reviewed by Board and signed by Chairman.

**Closed Session – Public Employee Performance Evaluation, District Manager – 90 day review.** Motion made to go into closed session by Hubert and seconded by Jose at 4:55 p.m. Naves: none. Item tabled, additional time needed to complete evaluation. Motion made to end closed session by Jose and seconded by Hubert at 5:10 p.m. Naves: none

**Reports: There were 21 burials for April 2017 and many of Aprils services were well attended.**

**DISCUSSION ITEMS: NO ACTION CAN BE TAKEN**

- A. **Upright Monument Section:** No discussion
- B. **Parkview Mortuary Pre-Need Program:** Andrew to provide requested items to Districts legal counsel.
- C. **425 Austin Street:** Awaiting okay from Pollution Control District to demolish.
- D. **Promfet Cemetery:** Letter sent from District Legal Counsel to owner of property. Awaiting response. Cemetery to be cleaned by McFarland Lions Club on Saturday, May 13, 2017
- E. **Office Exterior Paint:** Manager has made contact with painter, awaiting estimate.
- F. **Flower Policy:** District Manager translating Cemetery Rules into Spanish for publication in Public Notice in local newspaper.
- G. **Master Plan:** No discussion.
- H. **CemSites:** No discussion.
- I. **Hocking Denton and Palmquist:** This firm continues to work on our bookkeeping.
- J. **NKCD Website:** Agendas and Minutes are being posted for public view.

Discussion brought up by Hubert and District Manager regarding electronic communication between Board Member (cell phones) per new Supreme Court Ruling earlier this year. This topic is to be forwarded to District's legal counsel for direction.

Discussion also brought up who can and cannot be bonded at the District Office level. This question to be referred to District's legal counsel for direction.

Discussion also held regarding employees given a few hours off for Good Friday last month. Direction give to District Manager by District's legal counsel that in the future this item (Good Friday as a holiday) could be placed either in District Handbook or a bargaining item with employee's union (SEIU) in the future.

**Adjournment:** Jose made motion to close, seconded by Pearl. Naves: none. Meeting closed at 5:48 p.m.  
Minutes recorded by Alfred Roman, Manager, North Kern District Cemetery