

The North Kern Cemetery District Minutes of Regular Meeting held July 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: Jim Regan, Jorge Jaime, Lenora Arauja

Public Comment: Jim Regan commented that cemetery is looking better but that more edging is needed as well as eradicating weeds from the cemetery as well.

June 8, 2017 Board Meeting Minutes: June 8, 2017 board minutes approved. Motion made by Hubert and seconded by Jose. Motion passed, no nays.

Financial Report for June 2017: This report has been tabled for next month.

Approve Transfer of Revenue for June 2017 to Kern County Treasure: Motion made to approve transfer by Jose and seconded by Ruby. Motion passed, no nays.

Approve June 2017 Bill List: Motion made by Jose and seconded by Ruby, motion passed. No nays.

Ralph Lorta: Mr. Lorta questioned the board on the time frame for developing the upright monument section. Mr. Lorta was informed that the Board continues to look at this item.

Irrigation Proposal: Board reviewed one proposal and has tabled this item with the hopes of obtaining another proposal next month. Discussion was made regarding purchasing city water, receiving an irrigation proposal for the entire East cemetery property, and perhaps drilling an additional well as well as placing a water meter on current well in order to ascertain daily/monthly water output.

Manager Goals: Discussion was had regarding having a Goal Setting Meeting. Tentative date has been scheduled for August 16, 2017 at 10:00 a.m.

Rules of Decorum: Rules of Decorum discussed. Motion made by Hubert and seconded by Jose. Motion passed. No nays.

Manager Employment Agreement: Agreement discussed. Motion made by Jose and seconded by Pearl. One (1) nay, Hubert. Motion Passed.

CAPC Convention October 6, 2017: Convention discussed. Board members will be attending.

Chairmanship Change: Item discussed. New Chair will be voted on at next month's board meeting.

Closed Session – Labor Negotiations SEIU Local 521: Direction given to District Manger. Hubert made motion to go into closed session at 5:15 p.m. Ruby made motion to end closed session at 5:30 p.m. and seconded by Pearl.

Reports: Manager's/Trustees Reports:

There were 27 burials for the month of June 2017. YTD Burials: 168. Manager informed Board that home at 425 Austin Street is scheduled to be demolished next week. Discussed Rules and Regs for Cemetery, as they have been translated into Spanish. Discussed placement of new signs on cemetery property with municipal code for consumption of alcohol on public property. Jose asked if we could include a complaint/concern form that the public could fill out when visiting our website. Manager will make contact with webmaster regarding this. Discussion had regarding correspondence from legal counsel regarding Promfet Cemetery and District's legal recourse.

Discussion Items:

- A. **Upright Monument Section:** Refer to Ralph Lorta agenda section above.
- B. **Parkview Mortuary Pre-Need Program:** Legal counsel to send correspondence that District is not interested in this item at this time.
- C. **425 Austin Street:** This residence is scheduled for demolishing August 20, 2017.
- D. **Promfet Cemetery:** Refer to Manager's Report above.
- E. **Office Exterior Painting:** Awaiting bid from local vendor. Jose to forward name of possible vendor to Manager for contact.
- F. **Columbarium Security Light:** No action
- G. **Master Plan:** No action
- H. **CemSites:** No action
- I. **Hocking, Denton and Palmquist:** Darren has been at District Office this week reviewing books.
- J. **NKCD Website:** Jose mentioned possibility of adding a concern/complaint form to our website. Idea will be referred to webmaster.

Adjournment: Jose made motion to close meeting and seconded by Ruby. No naves Meeting adjourned at 6:00 p.m.

Minutes recorded by Alfred Roman, Manager NKDC