

## **The North Kern Cemetery District Minutes of Regular Meeting held December 14, 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 Jose J. Hernandez Present were Rueben Pascual, Pearl Rivera, Ruben Hill, Hubert Rabanal, and Alfred Roman, Manager

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**Audience:** Vivian Basurto, Victoria Frost, Jorge Jaime, Ronald Palacpac, Margaret, Lupe Wolfe, and various citizens that did not identify themselves.

**Public Comment:** Vivian Basurto stated that they should be allowed to place as many solar lights as they want. Margaret stated that many stones are being lifted by the roots of the trees and who will pay for that? Ronnie Palacpac stated to do what was fair, help us out by keeping solar lights. Victoria Frost stated that there are a lot of hazards on the cemetery by way of a lot of tree roots; vases are broken but let's be fair to workers as well. We all need to be respectful of graves, and why aren't emails and phone numbers of trustees on cemetery website? Maria stated has there been any accidents with spikes at the cemetery? Lupe Wolfe asked why are people allowed to walk in cemetery? The Chairman thanked everyone for their comments.

**Approve Transfer of Revenue October and November 2017 to County Treasure:**

Jose made a motion to approve transfer of revenue for the months of October and November and seconded by Ruby. No nays, motion passed.

**Approve November 2017 Bill List:**

Motion made by Ruby to approve list and seconded by Rueben Pascual. No nays, motion passed.

**Review and Approve Financial Report November 2017:**

Motion made by Hubert and seconded by Pearl. No nays, motion passed.

**Review and Approve November 9, 2017 Board Minutes:**

Motion made by Hubert and seconded by Pearl. No nays, motion passed.

**District Manager's Report to Board on Solar Lights:**

District Manager provided and read report to Board and his recommendation regarding solar lights. Much discussion was held by Board regarding the amount of lights per lot recommended by Manager and the amount of lights that the public would like to have. In the Public Comment section, the citizens were provided the ample time once again to voice their concerns regarding solar lights. After lengthy discussion it was decided by the Board after, once again, receiving input from the public that a total of four (4) lights

would be allowed around the headstone or flower vases without spikes commencing on January 5, 2018. Board directed District Manager to place a Public Notice in the Delano Record regarding Board's decision. Motion made by Hubert and seconded by Jose. Four in agreement, one nay (Ruben Hill) Motion passed.

**Chris Albert – Albert and Associates:**

Chris discussed our recent audit and that overall it was a very good audit. The District made a profit of approximately \$55,000.00 this year and that our cash balance increased over last year. Chris also stated that our assets were consistent over last year. On our income statement section, our burials were up \$150,000.00. Our long-term liabilities in regard to the CalPERS Retirement System is about \$424,000.00. and over time, CalPERS will collect this amount from the District. Chris also stated that having Hocking, Denton and Palmquist perform monthly reconciliations is a positive thing for the District. Motion was made by Rueben Pascual and seconded by Pearl. No nays, motion passed.

**Edith Carrillo – Headstone Concern:**

Edith did not present.

**Review of Public Comments November 15, 2017:**

Comments reviewed and acknowledged by the Board.

**Review Trustees Compensation and Reimbursement Policy:**

Policy was reviewed and discussed at length by the Board. Board has made a decision to revise existing policy reflect this will be a Per-Diem policy. Policy will be directed to legal counsel for review. Motion made by Hubert and seconded by Pearl. No nays, motion carried.

**Bilingual Pay for District Office Staff:**

Bilingual pay of \$13.85 per pay period will be paid to office staff once they have passed bilingual certification. Employees are responsible for paying for administration of this exam. Once exam is passed, certificate will be presented to District and employee will be eligible for bilingual pay.

**Bid Street Signage – West Cemetery:**

Bid reviewed by Board. Bid reviewed by Board in the amount of \$1,718.42. Motion made by Pearl and seconded by Ruby. No nays, motion passed.

**Sexual Harassment Policy:**

Policy reviewed by Board and "trustee" added to document as per Board decision. Motion made by Hubert and seconded by Pearl. No nays, motion passed.

**Manager's Trustee's Report:**

November burials: Casketed: 22. Cremations: 27. YTD: Casketed: 247 Cremations: 57. YTD Total: 304. District Manager informed the Board that approximately 12 trees were removed to be dead or having dry rot. Several old stumps were shave below ground level as well. Cement gutters were also poured on the West cemetery. District Manager also

informed the Board that after conducting research, there are not grants available for upgrade or maintenance of cemetery property. Manager also advised board that irrigation bid is currently being reviewed by legal counsel prior to proceeding with next step with this project. Manager also informed the Board that three funeral canopies had been ordered for cemetery grounds to be utilized during funerals for the public. Board also informed that marker placements will be a little late in being placed due to a water line being ruptured and has been difficult to repair. Also, area where cement work is performed had to be jack hammered for removal of excess cement buildup as this cement buildup was becoming a workplace hazard. District Manager also informed those Board members who will be golfing at next CAPC conference that their golfing fees need to be submitted prior to attending said event. District Manager also discussed the possibility of increasing pricing on some of the services that the District provides in order to keep up with ever increasing charges of merchandise that the District provides for the services it provides. Hubert mentioned that is very important the Board listen to public concerns and allow them time to state their concerns.

**Adjournment:** Pearl made motion to close meeting and seconded by Hubert Rabanal Meeting adjourned at 6:37 p.m.

Minutes recorded by Alfred Roman, Manager NKDC