

## **The North Kern Cemetery District Minutes of Regular Meeting held June 14, 2018**

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 Pearl Rivera, Andrew Mendoza, Hubert Rabanal, George Chase and Alfred Roman, Manager

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**Audience:** Two male citizens who did not want to state their names. Victoria Frost, and Angela Flores and Lupe Wolfe.

**Public Comment:** Angela Flores stated that her mother was buried in the incorrect lot and wanted to know how what is being resolved to correct this. Victoria Frost commenting on marker vendor soliciting on cemetery and what was being done about this. Chairman stated they would be on the July agenda. Chairman congratulated the two new Board Members, Andrew Mendoza and George Chase.

**Approve Transfer of Revenue for May 2018 to the County Treasure for Deposit: \$51,919.66.**

Motion made by Hubert and seconded by Andrew to approve transfer of funds. Motion passed, no nays.

**Approve May 2018 Bill List: \$39,245.63.**

Motion made by Hubert and second by Pearl to approve. Motion passed, no nays.

**Approve Financial Report for May 2018.**

Motion made by Hubert and seconded by Pearl to approve. Motion passed, no nays.

**Approve May 7, 2018 Board Minutes**

Motion made by Hubert and seconded by Andrew to approve minutes. Motion passed. No nays.

**Approve May 24, 2018 Closed Session Board Minutes.**

Motion made by Hubert and seconded by Pearl. Motion passed, no nays.

**Approve July 17 – June 18, 2018, June 2018 – July 2019 Budgets.**

Motion made by Hubert to table item. Jose requesting additional information regarding noted figures.

**Regular Agenda**

**Reports:**

### **Manager's Trustees Reports:**

May Burials: Casketed 13, Cremations 5. Total: 18 for May. YTD: Casketed: 141, Cremations: 17. Hubert Rabanal welcomed the new Board members. Hubert had a question regarding AFLAC payments being made by the District though funds are taken from employees warrants. Hubert requesting information if employees can make payments on their own. District Manager informed Board that he will reach out to AFLAC representative and see if she can attend July Board meeting. Hubert also commenting to fellow Board members if there should be a Trustee section on Employee Handbook in respects to Trustee accountability. General Manager informed Board that he will pose question to Legal Department for opinion.

#### **A. Upright Monument Section**

No action

#### **B. Promfet Cemetery**

Manager advised Board there is a bid to fence front of Promfet Cemetery for about \$6000.00.

#### **C. Master Plan**

General Manager advised Board when they would feel comfortable in proceeding with Master Plan initiation. Manager will await word from Board as to when they would like to proceed. Board commented that more than likely they will have a Planning Session with General Manger in the month of July for further discussion.

#### **D. Public Notice Price Increase**

Board reviewed new price increases which will take effect July 1, 2018.

#### **E. Pruning of Trees East and West Side Cemeteries.**

General Manager advised Board that approximately 25-30 trees had been pruned. This is the third pruning for the year and there may be a need for another pruning.

#### **F. Irrigation Project Update**

Manager provided Board with irrigation progress. Project on target.

Tentative completion date of September 15, 2018. Initial payment has been made to contractor.

#### **G. West Cemetery Additional Maintenance Day**

General Manager and Foreman requesting an additional workday for trimming and general maintenance to the acres of West cemetery. Item to be placed on July agenda.

Chairman also discussed the possibility of General Manager possibly joining a local service club in the near future. General Manger stated he would entertain the idea. Chairman also asked new Board member, Andrew Mendoza if he was still selling markers at his business. Andrew stated that they no longer sell markers. Chairman also commented on the possibility of having a Christmas party or some type of social event with District employees in the future. Chairman also stated it is well understood that public funds cannot be utilized for such an event. Andrew stated that he has developed an

**official** Face Book page for **North Kern Cemetery District** which can be accessed by the general public. Information will be placed on page regarding happenings at the District. Chairman also requesting information regarding in if the person who opens and closes our gates is covered while utilizing our Kubota to perform said task. General Manager will reach out to our insurance carrier for opinion. Hubert mentioned the positive attendance at our annual Memorial Day Event. Hubert mentioned that Veterans and Auxiliary groups did not comment as we are doing the program for them. Manager did mention that Veterans groups were introduce and that was there cue to come up to podium, obviously there was some miscommunication. It was also mentioned by Manager that some invited guests (not Legion or Veteran groups) do not respond to emails or phone calls and it is very important that they do so. Manager commented that next year's event may be changed a bit in order to accommodate Veterans and Auxiliary groups first in the order of service. Hubert mentioned that there should be a part of the program at our Memorial Day program where veteran groups could address the public. Board also mentioned that they are not getting weekend security reports as they had in the past. Manager stated that reports would be provided to them on a weekly basis.

## **REGULAR AGENDA:**

### **Approve Updated Employee Manual**

Discussion was had regarding manual. Hubert discussed the possibility of having a section regarding Trustee Accountability. Manager will refer Hubert's question to Legal Department for opinion. Item tabled until word from legal.

### **Tractor Lease Proposal**

Two proposals reviewed by Board and discussion had with input from Jorge Jaime, Foreman as to which piece of equipment would serve the District's need. Motion made by Hubert and seconded by George to accept bid from Berchtold Equipment Company for the lease of a Kubota Compact Tractor. 36-month lease with 600 hours for a rate of \$783.89 per month. Motion passed, no nays.

### **District Residence Agreement**

Awaiting legal opinion regarding residence lease as well as contract for opening and closing of gates by renter of District Residence. Item tabled pending further review. Jose stated that preference for renting of home should go to a District employee first.

### **Cameras in Shop Area Break Room**

Discussion was had by Board members regarding a specific camera in the Shop Break Room. Motion was made by Jose and seconded by George to not place camera in the Break Room. Andrew stated that a camera could be placed in the future if an incident transpired. Jorge Jaime, Foreman commented that perhaps in the future a camera could record solely to the DVD for future reference should and incident arise. Motion passed,

no nays. Clarification regarding this topic was made on July 12, 2018 Board meeting regarding the cameras. Board decided to leave all cameras on with signal going directly to DVD recorder. If there is an incident, we can go to DVD and obtain video. There will be no monitoring of cameras in District office.

**Cell Phone for Foreman After Hours**

Discussion was had regarding a stipend for Jorge Jaime regarding compensation for use of his personal cell phone when on-call. Motion made by Hubert and seconded by Pearl for a stipend of \$100 per month. Motion passed, no nays.

**District Manager Evaluation Compensation**

Discussion was had by Board regarding yearly compensation for District Manager. Range is from 4 to 5 percent. Motion was made by Hubert and Second by Pearl to a 4.5 percent annual increase. Two Board members abstained as they did not participate in the evaluation process. Motion passed, three board members yes, and two abstained.

**Adjournment:** Hubert made motion to close meeting and seconded by Andrew Meeting adjourned at 5:38 p.m.

Minutes recorded by Alfred Roman, Manager NKDC