

The North Kern Cemetery District

Minutes of Regular Meeting held October 11, 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

Audience: Felicia Martinez, Victoria Frost, Monica Baca

Public Comment: Victoria Frost stated that she would like to be placed on the November agenda. Victoria alleged that someone drove over her mother's plot and that the Manager was rude to her. Chairman asked that District Manager place Victoria on November's agenda. Monica Baca stated that she was inquiring if the leaving of flowers on the graves was being done as a trial basis as well as not trimming the headstones for the month of October 2018.

Approve Transfer of Revenue for September 2018 to the County Treasure for Deposit: \$49,610.82

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

Approve September 2018 Bill List: \$63,220.58

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

Approve Financial Report for September 2018.

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

Approve September 2018 Board Minutes.

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

Regular Agenda

Susan Valenzuela – General Concerns

Susan commented that she has not seen security on the cemetery grounds recently and that she has observed visitors with tables on the cemetery. Susan also states that she has observed visitors drinking on cemetery property. Susan stated that she feels the cemetery needs security on a daily basis. Susan stated that she has not observed the cemetery rules posted on the East cemetery. Chairman advised Susan that the cemetery has security on weekends but not on weekdays. Trustee Mendoza stated that perhaps the cemetery would have to strictly enforce all rules to get the public to comply. Andrew also stated that

visitors/family members also need to conform to the rules concerning that amount of solar lights as well as flower rules.

Growth Study – Edging of Headstones

Board members discussed the topic of not edging headstones as previously discussed in August 2018 Board meeting at length. George Chase stated that he feels that not cutting around headstones will alleviate the concern. Chairman Jose gave some background information to the Board and public from August's meeting as how this discussion began. Monica Baca stated that she hopes that a grass study can be made so that if it will work to have flowers remain on graves for two weeks at a time. Felicia Martinez stated that perhaps the cemetery could make a test area on the East cemetery and observe grass if it is not cut around the markers for one month. Hubert Rabanal stated that the grass grows very quickly during the summer months. Monica stated that possibly the cemetery would not have to cut the grass during the period of November thru April. Jorge Jaime, Forman stated that possibly the Board would have to revisit the flower policy in order to get the public to comply with the flower rules which many times are not adhered to. George Chase commented that it would be a good idea to brainstorm on how to solve this concern. Jose made a motion to table this item to November's Board meeting and seconded by Andrew. No nays. Motion passed.

Pecan Lease (Promfet) Renewal

Discussion was had regarding the lease related to the pecan trees on Promfet cemetery property. Hubert discussed the possibility of obtaining our cemetery ground back and being able to fence in the entire cemetery. Hubert stated that Board should instruct our legal department to inform King Golden State Orchards that we would like this property vacated in three years. Motion made by Jose to lease the property for another year but to terminate the agreement within 5 years; and seconded by Pearl and George. Nays: Hubert and Andrew. Motion passed.

Bid - Asphalt Repair West Cemetery

Discussion held regarding two bids for repair of west cemetery asphalt. Motion made by Pearl and second by George to award bid to Perez Asphalt Construction. Motion passed, no nays.

NKCD Website Revamp

Discussion had regarding revamping our current cemetery website. Andrew discussed that it would be more cost effective if the District ran its own website as opposed to having to pay a webmaster every time the website would require adjustments and/or postings. Board will choose a definite logo once we are closer to finalizing the website. Motion made by Hubert and second by George to revamp current website. Motion passed, no nays.

CLOSED SESSION

PUBLIC EMPLOYMENT

Title: Gate Security

Motion made by Hubert and seconded by Andrew to go into closed session and 5:38 p.m. Item discussed. Motion made by Pearl and seconded by George to go back to open session at 6:05 p.m.

OPEN SESSION

No employee appointment made at this time. Current employee has given notice to quit position and vacate property. Board voted for new tenant to pay at least \$600.00 per month. Board also voted to leave gates to both cemeteries unlocked on a thirty day trial period.

Reports:

Manager's Trustees Reports:

September Burials: Casketed: 17, Cremations: 7 Monthly Total: 24 YTD: 241 YTD Casketed: 209 YTD Cremations: 32

A. Wonderful Grant for Lighting West Cemetery

Grant pending.

B. Pruning of Trees both East and West Sides

Manager advised the Board there will be a need to prune additional trees. This would be the District fifth pruning this year.

Manager stated that employees would not be interested in having an end-of-year celebration. Employees thanked the Board for their thoughtfulness. Recent drug testing was had at the District and all results were negative. Police chief contacted District Manager regarding on-going problem of consumption of alcohol on District property by visitors. Chief advised Manager to make phone contact conference with himself and District's legal counsel for a conversation on how to ask for an amendment from the city council on the municipal code. Board instructed Manager to set up conference with Chief of police and legal counsel. Hubert mentioned WS Section II, on how dry that part of cemetery is. District Manager along with Forman discussed with Board the various reasons for the dryness. Manager advised the Board that more than likely additional water lines with sprinklers would need to be added. Manager will be looking into this water situation. Hubert stated that he would like to see monthly bank statements added to the agenda. Manager advised the Board that this could be done. Andrew stated that he would like to see a Trend Graph on the agenda. Manager advised Board that this item could be discussed with our CPA firm. Andrew also asked if the District had a credit card policy. District does not have a credit card policy, but this item will be placed on next month's agenda for discussion. Andrew also asked if the District had a fuel policy or log-sheet. Manager advised that we do not but would come up with a fuel log sheet in the very near future. Jose asked Hubert if the District had any bylaws for absenteeism for trustees? Jose mentioned that perhaps the Board should come up with a policy regarding this and additionally review a policy per Board meeting that relates to Trustees. Jose

discussed the need to possibly have a liquid reserve policy concerning working capital. Andrew asked Manager if the District is covered regarding Errors and Omissions. Manager advised that he would ask that of our insurance carrier. Jose asked the Board that it would be a good idea to come up with a five-year plan i.e. goals.

Adjournment: Pearl made motion to close meeting and seconded by Andrew. Meeting adjourned at 6:10 p.m.

Minutes recorded by Alfred Roman, Manager NKDC