

# Kern County Cemetery District

## Minutes for

August 19, 2021

Regular Board Meeting  
Shafter Memorial Park Office  
18662 Santa Fe Way, Shafter, CA

Call to Order: Call to Order at 12:00 pm by Chairman Braun, Chairman Braun led flag salute and invocation.

Roll Call: In attendance was Barry Braun, Chairman of the Board; Belton Banks, Vice-Chair; Jerry Ezell, Secretary of the Board.

Employees and Visitors: Eliza Caudillo, District Manager; Alicia Reveles, District Secretary; Denton Carender, Superintendent.

Public Comment: None

Consent Calendar: Includes the approval of the agenda for the current meeting and minutes of the regular board meeting for July 2021 as approved. The payroll warrants for 21-14 through 21-16 were approved. Vouchers, checks, and financial reports for July 2021 were approved. This was done by approval of the consent calendar by motion of Trustee Banks and seconded by Trustee Ezell; 3 ayes, unanimous.

### Management Update

- We had 18 services in Shafter and 17 services in Wasco for the month of July 2021. This gives us 35 for the fiscal year to date.
- California Association of Public Cemeteries Annual Conference is scheduled for October 8<sup>th</sup> and 9<sup>th</sup>, 2021. It is at San Luis Obispo, CA, at the Embassy Suites.
- Additional training with the office staff was held. Techniques for meeting with families. Standardizing of procedures and information provided to the community we serve.

### Reinvestment of Endowment Care Principal

The District had a Stifel investment for \$50,000.00, Caterpillar Corporate Bond mature on August 9, 2021. The Board instructed the Manager to pull \$100,000.00 from the County of Kern Endowment Care Fund to invest with Stifel. This provided the District with \$150,000.00 for diversified investments. The recommendation from our investment advisor was to invest as follows Pennsylvania HSG Municipal Bond at 2.30%, due 4/1/2026; BP Cap. Mkts Corporate Bond at 3.194%, callable 3/2025; and Sallie Mae Certificate of Deposit at 1.05%, due 8/18/2026, or similar available investment.

*The motion was made to invest the \$150,000.00 into the investments recommended by the investment advisor or similar available investments by Trustee Ezell and seconded by Trustee Banks; 3 ayes, unanimous.*

### New Full Time Temporary Employee

Manager Caudillo presented to the Board her recommendation to hire a Full-Time Temporary Employee to provide relief to current staff who have been working excessive overtime and weekends to accommodate for the illness of another staff member. The estimated cost for hiring a temporary employee would be between

\$21,000.00 to \$35,000.00 depending on a 6-to-10-month period. During this discussion, the Board was informed that Daniel Lopez had terminated his employment with the District on August 16, 2021. The newly vacated position will be filled, and the District could still look to hire a Full-Time Temporary Employee.

*The motion authorizing the hiring of a new temporary full-time employee was made by Trustee Braun and seconded by Trustee Banks; 3 ayes, Unanimous.*

Trustees Comments

Trustee Banks: Appreciated everyone's hard work.

Adjournment

The meeting was adjourned at 1:30 pm by Chairman Braun. The next regular meeting is scheduled for September 17, 2021.

Signed,

Eliza Caudillo  
District Manager