

MEETING NOTICE AND AGENDA
OF REGULAR BOARD MEETING
KERN COUNTY CEMETERY DISTRICT
REGULAR BOARD MEETING
SHAFTER MEMORIAL PARK OFFICE
18662 SANTA FE WAY, SHAFER, CA
November 20, 2025

This Agenda has been prepared and posted at least 72 hours prior to the regular meeting of the Board of Trustees in accordance with the Ralph M. Brown Act. The Board cannot take action on any unscheduled items unless it is declared by a vote of at least two-thirds (2/3) of the Board that there is an urgent need to take immediate action and the need for action came to the attention of the District after the Agenda was posted. Agenda items are numbered for identification purposes only and will not necessarily be considered in the indicated order. Details and supporting materials concerning Agenda items are available for public reference during regular working hours at the district office.

1. FLAG SALUTE AND INVOCATION: BRAUN
2. CALL TO ORDER: 12:00 PM
3. ROLL CALL: BARRY BRAUN, CHAIRMAN; JERRY EZELL, BOARD SECRETARY, ABSENT; CARL OLSEN, TRUSTEE
4. APPROVAL OF THE AGENDA
5. PUBLIC COMMENT OF ANY AGENDA ITEM – OPEN OR CLOSED:
SEE PAGE 2 FOR DETAILS – EACH SPEAKER IS LIMITED TO 3 MINUTES
6. CONSENT CALENDAR:
 - A. MINUTES FROM SEPTEMBER AND OCTOBER 2025 REGULAR MEETING
 - B. APPROVAL OF CLAIMS:
 - I. PAYROLL WARRANTS: 25/20 THRU 25/22
 - II. PAYROLL CHECKS: 387 - _____
 - III. VOUCHERS: 969 - _____
 - IV. CHECKS: 14502 - _____
 - C. FINANCIAL STATEMENTS FOR SEPTEMBER AND OCTOBER 2025.

BOARD ITEMS

I.	MANAGER’S REPORT	7
	1. Burials for October 2025.....	7
	2. M&S Security Cameras and Alarms	7
	3. Day of the Dead – November 1st and 2nd	7
II.	2024-25 AUDIT REVIEW	8
	1. Review attached Draft Audit – Attachment A	8
	2. Review Auditor Letter to Board – Attachment B.....	8
	3. Action to Receive and File	8
III.	PROVOST AND PRITCHARD – CHANGE ORDERS	9
	1. Review of Change Orders	9
	2. Attachments	9
	3. Action.....	9
IV.	VACATION PAYOUT	10
	1. Employee Negotiation Contract (ENC)	10
	2. Maximum Limit	10
	3. Action.....	10
V.	MANAGER’S CONTRACT OF EMPLOYMENT	11
	1. Review and Approval of Contract.....	11
	2. Attachment A	11
	3. Action Item	11

VI. ENGAGEMENT AGREEMENT – BRIAN HUGHES	12
1. History.....	12
2. Discussion	12
3. Possible Action	12
VII. REQUEST FOR CLOSED SESSION	13
1. Public Employee Appointment – District Manager Position	13
2. Action.....	13
VIII. TRUSTEES’ QUESTIONS, REPORTS, AND COMMENT	14
1. Discussion – No Action	14

Adjournment: THE NEXT REGULAR MEETING IS SCHEDULED FOR DECEMBER 18, 2025.