

Kern County Cemetery District

Minutes for

April 15, 2021

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

Call to Order: Call to Order at 12:00pm 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. (Trustee Braun left meeting at 2:40pm).

Employees and Visitors: Eliza Caudillo, Assistant 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 March 2021 as approved. The payroll warrants (with correction) for 21-06 through 21-06 were approved. Vouchers, checks, and financial reports for March 2021 were approved. This was done by approval of the consent calendar by motion of Trustee Banks and seconded by Trustee Ezell; 3 ayes.

Management Update

- We had 25 services in Shafter and 15 services in Wasco for the month of March 2021. This gives us 293 for the fiscal year-to-date.
- CSDA Legislative Days virtual attendance scheduled for May 18th and 19, 2021, was deemed unnecessary this year due to timing and position realignment for staff.
- FEMA COVID reimbursement letter will be presented to the Shafter Press. Trustee Banks will review letter, prior to delivery to the Shafter Press and potential mailing to next of kin for services provided to families during the pandemic time frame. Cemetery staff will only be involved in providing FEMA contact information and will not be involved with the filing for eligible families.
- Board approved PERS training for Eliza Caudillo and Alicia Reveles.
- The Board was appraised of conversations with Mike Miller and James Medrano regarding 2021 Memorial Day.

1st Quarter Review of Investments

The Investment Manager presented the Board with a letter explaining the investments of the District including the Stifel, the County, and the WestAmerica investments. As of March 31, 2021, the District has \$5,279,460 as a combined investment of all accounts. The District has \$4,047,920 with the County of Kern and \$349,262 with WestAmerica Bank.

The amount that is in each Kern County Cemetery District account is as follows:

- Maintenance and Operation (M&O) \$611,110
- Endowment Care (principal and interest) \$1,077,521
- Contracts \$2,028,410
- Reserve \$330,878
- Stifel \$882,278
- WestAmerica Bank \$349,262

The motion was made to receive and file this information and make it available to any who may wish to review its contents by Trustee Ezell and seconded by Trustee Banks; 3 ayes, unanimous. The Board also authorized appointing Eliza Caudillo as primary contact for Stifel investments.

Tris Technology Solutions

Tris Technology quote was presented to the Board for the purchase of the Voice over Internet phone system and their support plan for the phones and computers.

The motion was made to approved \$3,120.55 for the purchase of the 8x8 phone system, and the monthly phone service fee of \$128.11, plus the monthly \$124.00 phone and computer support plan by Trustee Ezell and seconded by Trustee Banks: 3 ayes, unanimous.

Engineering Quote for New Development

Ruettgers & Schuler provided a quote for \$22,000 for the topographic survey and overall site plan, and construction design. The 2020-21 budget included an estimated \$15,000 for planning of section B. The additional \$5,000 would cover the cost for extending the survey to cover the entire undeveloped 17.5 acres this is section B and the area currently in trees. This would include streets, irrigation, and burial plot layouts.

The motion was made to approve the \$22,000 payable to Ruettgers & Schuler for the topographic survey and overall site plan by Trustee Banks and seconded by Trustee Ezell: 3 ayes, unanimous.

Trustees Report

Trustee Braun requested staff exit room and allow the Board to have a conversation with Assistant Manager Eliza Caudillo to determine if she was aware of the change of titles and responsibilities from the Assistant Manager position to Manager, and for the Superintendents additional responsibility due to retirement of Timothy Unruh. Eliza was directed to review the salary ranges and bring back to the Board as an agenda item.

Adjournment

Trustee Braun left the meeting early due to an appointment. The meeting was adjourned at 2:45 by Chairman Banks. The next regular meeting is scheduled for May 20, 2021.

Signed,

Eliza Caudillo
Assistant Manager