

## **Kern County Cemetery District**

Shafter Memorial Park Office  
18662 Santa Fe Way, Shafter, CA

Call to Order: Call to Order at 12:01pm 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: Timothy W. Unruh, District Manager; Eliza Caudillo, District Secretary; Denton Carender, Superintendent; Chris Albert, Auditor

Public Comment: None

Consent Calendar: Includes the approval of the agenda for the current meeting and minutes of the regular board meeting for September 2020 as approved. The payroll warrants for 20-18 through 20-19 were approved. Vouchers, checks, and financial reports for September 2020 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 19 services in Shafter and 11 services in Wasco for the month of September 2020. This gives us 101 for the fiscal year-to-date.
- Manager Unruh reminded the board that they will need to have taken their Harassment Training in 2021. Chairman Braun, who sits on the CAPC Board, said that this training will be available at the February CAPC meeting in person or via internet.

### 2019-2020 Audit Review

Chris Albert presented the 2019-2020 audit as done by Mark Albert and Associates. He reviewed the status of our funds and described the Endowment Care Spendable and Nonspendable amounts. He reviewed the Balance Sheet and the Statement of Revenues, Expenditures, and Changes in Fund Balances as of June 30, 2020 and the fund balances showing the restricted funds.

He spent time explaining the PERS net pension liability and the actuarial considerations that go into that factor. He also explained the smoothing that PERS has created using inflows and outflows of resources to try and insulate the district from the effects of variable discount rate achieved by PERS investments.

He stated that during the audit they did not identify any deficiencies in internal control that could be considered to be material weaknesses.

*The motion to accept the draft 2019-2020 audit and authorize the forwarding of the audit to the County Auditor-Controller was made by Trustee Ezell and seconded by Trustee Banks; 3 ayes, unanimous.*

### Consent to Service on CAPC Board

Chairman Braun has asked that the board give consideration and consent for his running for a second term on the CAPC board of directors. This consent is needed for him to be considered as a nominee at the next election.

*The motion to authorize Chairman Braun to allow his name to stand for the CAPC board of directors was made by Trustee Banks and seconded by Trustee Ezell; 3 ayes, unanimous.*

### 3<sup>rd</sup> 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 Bank investments. As of September 30, 2020, the District has \$4,629,576 as a combined investment of all accounts. The district has \$3,383,931 with the County of Kern and \$253,695 with WestAmerica Bank.

The district has \$991,950 with Stifel Investments as shown in the Quarterly Pooled Asset Portfolio as presented to the board. These assets are invested in Certificate of Deposits, Corporate Bonds, Government Bonds, and Government CMO's.

The amount that is in each Kern County Cemetery District account is a follow:

- Maintenance and Operation (M&O)           \$382,829
- Endowment Care (principal and interest)   \$922,064
- Contracts   \$1,764,113
- Reserve   \$314,925

The District is currently receiving 1.98% in the Stifel Investments account and 1.70% for money invested with the County of Kern. The investment in the Stifel Investments has been done in accordance with the requirements set forth by the State of California and our Investment Policy. Manager Unruh, as investment manager acknowledged that the district has ample liquidity to meet its obligations for the next 6 months.

*The motion to receive and file the 3<sup>rd</sup> quarter investment information was made by Trustee Banks and seconded by Trustee Ezell; 3 ayes, unanimous.*

### Reinvestment of Endowment Care Principal

The board reviewed the investment options given by our portfolio manager at Stifel Investments. The highest investment option presented by Stifel was 1.253% in a Municipal Bond. We are currently receiving 1.70% from the County of Kern where it was decided to reinvest the money market balance into the Endowment Care fund.

*The motion to reinvest the money market balance of \$108,393 with the County of Kern was made by Trustee Braun and seconded by Trustee Banks; 3 ayes, unanimous.*

### Trustee Comment

Chairman Braun asked Manager Unruh to look into a video surveillance policy. Possible contacting the CAPC regarding their policy.

### Adjournment

The meeting was adjourned at 1:09 by Chairman Braun. The next regular meeting is scheduled for November 19, 2020.

Signed,

Timothy W. Unruh  
District Manager