

## **Kern County Cemetery District Minutes for**

**October 16, 2025**

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

Call to Order: Call to Order at 12:00 p.m. by Chairman Braun. Chairman Braun led the flag salute.

Roll Call: In attendance were Barry Braun, Chairman of the Board; Carl Olsen, Vice-Chair; Jerry Ezell, Secretary of the Board - Absent.

Employees: Eliza Caudillo, District Manager; Denton Carender, Superintendent; Nayeli Delgado, Secretary.

Visitors: None.

Public Comment: None.

Consent Calendar: Minutes of the regular Board meeting for August 2025. The payroll warrants for 25/16 through 25/20 were approved. Vouchers, checks, and financial reports for August 2025 were approved. This was done by approval of the consent calendar by motion of Trustee Olsen and seconded by Trustee Braun: 2 ayes, 0 nays and 1 absent.

### Management Update

- We had 16 services in Shafter and 7 services in Wasco in August 2025. This gives us 51 services for the fiscal year to date. We are at a 29% cremation rate. For the month of September 2025, we had 11 services in Shafter and 6 services in Wasco. This gives us 68 services for the fiscal year to date. We are at a 28% cremation rate.
- The Annual California Association of Public Cemeteries Conference was held at the Crowne Plaza Hotel in Ventura, CA, on October 10-11, 2025. Conference attendees from the District included Trustee Braun, Manager Caudillo, Superintendent Carender, and Secretary Reveles. The conference included discussions on topics such as ADA Accessibility on websites, a review of cemetery operations by a financial analyst, 8x8 Phone system, potential raids by ICE agents at a service or event, and pricing for the future. Attorney Brian Hughes was also a speaker at the conference.
- Trees in Section New E over the Baby Garden are extremely overgrown. Staff has trimmed back as much as possible, but the growth is so extensive that a tree service needs to be hired to trim and reshape these trees. Multiple quotes were obtained, and Western Tree Service was chosen for the tree trimming and reshaping.
- The grounds staff has completed the 2025 lawn renovation. Due to the Section B project, the normal dumping area was unavailable, and grass piles were created in three areas on the border of the cemetery. Immediate removal was required due to the size of the piles and the potential fire danger, as well as the risk of visitors playing in the grass piles.

### Managers' Contract of Employment

The Board of Trustees requested that Manager Caudillo obtain a Managerial Contract of Employment. Historically, the cemetery district has operated on an "at-will" employment basis. A contract was presented for review at the October 2025 Board meeting. The Trustees requested corrections, and a revised copy will be presented at the November 2025 meeting. Manager Caudillo and Trustee Olsen will meet to discuss expectations on behalf of the District and Manager Caudillo.

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 investments. As of September 30, 2025, the District has \$9,711,782 as a combined investment of all accounts. The District has \$5,651,530 with the County of Kern (Note: The County Auditor has only provided account totals as of June 30, 2025, due to the County's transition to new software). Additionally, the District has \$ 3,840,810 with Stifel and \$219,442 with WestAmerica Bank. The District has \$5,651,530 with the County of Kern (Note: June 30, 2025, totals due to the County's transition in software). \$3,840,810 with Stifel, and \$219,442 with WestAmerica Bank. The investment in Stifel Investments has been made in accordance with the requirements set forth by the State of California and our Investment Policy. Manager Caudillo acknowledged that the District has ample liquidity to meet its obligations for the next 6 months.

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



*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 Braun and seconded by Trustee Olsen: 2 ayes, 0 nay, 1 absent.*

Reinvestment of Contract Fund

The Stifel Contract Fund investment Magna Intl., Inc., CUSIP# 559222AR5, was called on September 22, 2025, for \$150,000. A US Treasury Note CUSIP# 91202CF91 matured on October 15, 2025, to \$150,000. Our Investment Policy requires that we diversify our investments as much as possible within the confines of the law. This will require the District to reinvest this money in a Corporate Bond or a Certificate of Deposit.

*The motion was made to invest \$150,000.00, plus accrued interest, into the Bank of Monreal, with a rating of A2/A-, coupon of 4.500%, Callable 09/27, and Maturity Date of 09/30, and Y-T-M of 4.145%. The motion also included investing \$150,000, plus accrued interest, into a First Fed Bk Lake City, FL, Certificate of Deposit with a rating of 31313, coupon of 3.800%, Callable DOH, and Maturity Date of 10/30, and Y-T-M of 3.80%. If these investments are no longer available, the next most similar investment would be acceptable. The motion was made by Trustee Olsen and seconded by Trustee Braun: 2 ayes, 0 nays, 1 absent.*

Planning for Wasco Shop/Office

Trustee Braun requested that an item be added to the agenda regarding opening discussion for a potential Office/Shop Combo for the Wasco Cemetery. The item was placed on the October Agenda, and direction was provided to begin research on a possible location, as well as steps needed to facilitate construction at this site, if it is to be near the current pole barn location, including the removal of the current Wasco rent house and the inhabitants. This was not an action item, and Trustees only provided direction.

### Section B – Change Orders

During the drainage installation phase of Section B Development, various adjustments and repairs have arisen. Most urgently was the discovery of the completely clogged drainage pipe that runs along the east side of Oleander (flooding in this area has been a problem whenever there was significant rain). The mud and debris within this drainage pipe needed to be removed for Griffith to complete the new drainage pipe. Additional Change order requests are as follows:

- An 8-inch irrigation pipe and a 3-inch conduit pipe (also known as sleeves) are to be installed under the east-west running sidewalk.
- Framing for future bench locations in the sidewalk in section B.
- Channel drains across the sidewalk along the roads.
- Restructure the water basins at the north end of the cemetery.

The Board provided direction and requested that these items be brought back at another meeting with an exact cost for ratification, as the District believes that the scope of work, if not completed promptly, would cause financial harm to the District.

### Trustees' Comments

Trustee Olsen: Thanked Manager Caudillo for keeping the Board updated on Section B Development.

Trustee Ezell: Absent

Trustee Braun: Presented the SDRMA President's Special Acknowledgement Award for having no "paid" claims during the prior five consecutive program years in the Property and Liability Program.

### Adjournment

Chairman Braun adjourned at 1:57 p.m. The next regular meeting is scheduled for November 20, 2025.

Signed,

Eliza Caudillo  
District Manager