

Kern County Cemetery District Minutes for

January 19, 2023

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 the tflag 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: Eliza Caudillo, District Manager; Alicia Reveles, District Secretary; Superintendent Carender.

Visitors: None

Public Comment: None.

Consent Calendar: Includes the approval of the agenda for the current meeting and minutes of the regular Board meeting for December 2022. The payroll warrants for 22-25 through 22-26 were approved. Vouchers, checks, and financial reports for December 2022 were approved. This was done by approval of the consent calendar by motion of Trustee Ezell and seconded by Trustee Banks; 3 ayes, unanimous.

Management Update

- We had 10 services in Shafter and 10 services in Wasco for the month of December 2022. This gives us 157 for the fiscal year to date.
- California Association of Public Cemeteries will have the 65th Annual Conference on March 23rd – 25th, 2023, at the Embassy Suites in Seaside, CA. Reservations have been made for the 3 Board Members to attend and 3 cemetery staff members. If anyone cannot attend the conference, cancellation must be submitted before February 1, 2023; this would allow sufficient time to cancel any reservations and avoid unnecessary charges.

2023 Investment of Contract Fund Principle

Manager Caudillo, at the request of Trustee Braun, contacted Sandra Wheeler, the District's Financial Advisor with Stifel Investment, for recommendations to potentially wire funds from the County of Kern's Contract Fund. Chris Albert from Albert and Associates was also involved in the conversation, and guidance will be provided in establishing an accounting system for the wired Contract Fund monies. Sandra Wheeler, via Zoom, provided a sample portfolio of potential earnings if funds were transferred to Stifel. The Board discussed wiring funds to Stifel for investment.

The Board authorized a wire of \$2,500,000.00 to Stifel, and the authorization included establishing proper accounts within both the District's accounting system and Stifel's investment portfolio. The motion also authorized investing the \$2.5 million in the investment option included in the Stifel sample portfolio. If those exact investments are not available at the time of the wire transfer and account setup, then a similar investment using the established laddering investment system would be acceptable. The motion also authorized Trustee Ezell and Manager Caudillo to sign the

documents required to establish the Stifel Contract Fund accounts. The motion was made by Trustee Banks and seconded by Trustee Ezell: 3 ayes, unanimous.

4th 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 December 31, 2022, the District has \$7,305,205 as a combined investment of all accounts. The District has \$6,180,752 with the County of Kern and \$204,086 with WestAmerica Bank.

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

• Maintenance and Operation (M&O)	\$1,475,407
• Endowment Care	\$1,215,750
• Contracts	\$3,108,172
• Capital Projects	\$381,423
• Stifel	\$920,367
• WestAmerica Bank	\$204,086

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.

San Joaquin Valley Air Public Grants

The Funding Agreements for purchasing four Electric Vehicles from California Turf via the San Joaquin Valley Air Clean Air Grant have been received. The agreements require an E-signature from Manager Caudillo and include verbiage on the vehicles' maintenance, record-keeping, insurance, and compliance requirements.

The motion was made to authorize Manager Caudillo to e-sign the required documents for all four vehicles Belton Banks and seconded by Jerry Ezell: 3 ayes, unanimous.

Election of Officers

Each January, the Health and Safety Code section 9028 requires the Board of Trustees to elect officers for the Board for the upcoming fiscal year. The Board reviewed the positions and discussed the candidates for the upcoming 2022 year.

The motion was made to nominate Barry Braun as Chairman, Belton Banks as Vice-chairman and Jerry Ezell as Board Secretary. This motion was made by Belton Banks and seconded by Jerry Ezell: 3 ayes, unanimous.

Trustees Comments

Trustee Banks: None.

Trustee Ezell: Trustee Ezell and his wife, Donna, attended a funeral at the Shafter Cemetery. Donna expressed pleasure in the appearance and maintenance of the cemetery.

Trustee Braun: Would like staff to move forward on the development of the new “B” section of the cemetery. He would like the new section to include drought-resistant landscaping and new features to attract burial to the area. Trustee Braun would like staff to research the possibility of gravel, tiling, or other means of ground coverage since grass will more than likely not be installed in the new area.

Adjournment

The meeting was adjourned at 2:30 pm by Chairman Braun. The next regular meeting is scheduled for February 16, 2023.

Signed,

Eliza Caudillo
District Manager