

Kern County Cemetery District Minutes for

November 20, 2025

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

Call to Order: Call to Order at 12:05 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: Chris Albert and Attorney Brian Hughes.

Public Comment: None.

Consent Calendar: Minutes of the regular Board meeting for October 2025. The payroll warrants for 25/20 through 25/22 were approved. Vouchers, checks, and financial reports for October 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 noes and 1 absent.

Management Update

- We had 13 services in Shafter and 8 services in Wasco in October 2025. This gives us 89 services for the fiscal year to date. We are at a 27% cremation rate.
- M&S Security has added alarms and cameras to the Shafter garage and small shop. Two new cameras have been installed, and alarms will be installed in the near future. The initial cost for the cameras and alarms is \$6,218.77. M&S Security monthly fee will increase by \$80.00.
- The Day of the Dead – November 1st and 2nd celebration has developed into a huge opportunity for the public to visit the cemeteries. The movie “Coco” has had a notable influence on the behavior of families while visiting the cemetery. During working hours staff was able to keep an eye on visitors but over the weekend and evenings there wasn’t any supervision. These visitors unlawfully parked on land leased by Holtermann Farms. Robert Holtermann sent an email saying that this is unacceptable and preventative measures should be taken to avoid damage to his sprinkler lines and trees.

2024-25 Audit Review

Chris Albert presented the 2024-2025 draft audit as done by Albert and Associates. He reviewed the status of our funds and described the Endowment Care Spendable and Non-spendable amounts. Chris reviewed the Balance Sheet and the Statement of Revenues, Expenditures, and Changes in Fund Balances as of June 30, 2025. Chris stated that the audit did not identify any deficiencies in internal control that could be considered a material weakness.

The motion to accept the 2024-2025 draft audit and authorize the forwarding of the audit to the County Auditor-Controller was made by Trustee Olsen and seconded by Trustee Bruan: 2 ayes, 0 noes, 1 absent.

Provost and Pritchard – Change Orders

The Board of Trustees requested a list of Section B change orders be presented for review and authorization. Several unforeseen complications created the need to place change orders into the cost of the development. Below is a list of current change orders. It is anticipated that there will be two additional change orders which will be presented to the Trustees for approval in the near future.

ITEM	Cost
Storm Drain Pipe Cleaning: The original storm drain running the entire length of Oleander St. was completely clogged with dirt and debris. The expansion portion storm drain could not be completed until the existing obstruction was cleared. Griffith sub-contracted Badger for this change order.	\$17,259.78
Bench Block Outs: Design added to the Section B Sidewalk.	\$ 1,801.40
Backfill Median: New completed median within Oleander St. with native soil and compact.	\$ 3,806.47
Channel Drains: Install channel drains in the sidewalk to allow for water drainage to avoid water damage to the sidewalk.	\$ 4,066.44
Total Change Order Cost to date.	\$25,803.80

The motion was made to authorize the change orders listed above by Trustee Olsen and seconded by Trustee Braun: 2 ayes, 0 noes, 1 absent.

Vacation Payout

Manager Caudillo is requesting a vacation payout for Denton Carender and Juan Garza. These employees have reached their maximum accrual hours, and a payout would be advisable so as to not penalize these employees for being diligent.

The motion was made to authorize payout of 80 hours to Juan Garza and 80+ hours to Denton Carender by Trustee Olsen and seconded by Trustee Braun: 2 ayes, 0 noes, 1 absent.

Manager's Contract of Employment

During a prior Board meeting the Trustees requested Manager Caudillo implement a Manager's Contract. A contract was presented at the October 2025 meeting and the Board requested corrections and adjustments be made to the contract. This is an opportunity for the Board to review and approve the Manager's contract. The Board, after due consideration, accepted the contract to be effective December 1, 2025. The salary for Manager Caudillo will be \$99,500.00 and she remains eligible for her 5th step and any COLA's provided to other employees.

A motion was made to accept the Manager's contract to be effective December 1, 2025. The salary for Manager Caudillo will be \$99,500.00 and she remains eligible for her 5th step and any COLA's provided to other employees. Manager Caudillo signed the contract to that effect. 2 ayes, 0 noes, 1 absent.

Engage Agreement – Brian Hughes

The Board of Trustees after meeting attorney Brian Hughes at the last CAPC conference requested Manager Caudillo reach out to Attorney Hughes to represent the Kern County Cemetery District. Mr. Hughes is employed by Best Best and Krieger. Highlights of his representation were presented and include:

No Retainer or deposit, Cost will be on an as need basis, hourly fee of \$305.00, no charge for phone conversation, no travel time fees, first meeting will be free of charge. The District will reimburse mileage and hotel fees on an as needed basis.

A motion was made by Trustee Olsen and seconded by Trustee Braun to authorize the change for legal representation to Attorney Brian Hughes of BB&K, effective immediately. 2 ayes, 0 noes, 1 absent.

Request for Closed Session – District Manager Position

Trustee Braun placed the meeting into closed session at 1:25 p.m., to discuss the District Manager Position under section 54954.4 of the California Government Code. Staff was asked to leave and Trustees, Braun and Olsen, Manager Caudillo and Attorney Brian Hughes remained in closed session. The meeting was brought out of closed session at 2:05 p. m.

Trustee Braun reported out that the Trustees present accepted the resignation of Manager Caudillo effective April 30, 2026. Trustee Olsen and Manager Caudillo will meet in the near future to fine tune the current Manager's Job Description. A motion was made to accept Manager Caudillo's resignation (April 30, 2026). 2 ayes, 0 noes, 1 absent.

Trustees' Comments

- Trustee Olsen: Thanked Manager Caudillo for her dedication to the District for the entire time of her employment.
- Trustee Ezell: Absent
- Trustee Braun: Expressed concern for the grounds being uneven. Also requested possibility for upright headstones within the cemetery.

Adjournment

Chairman Braun adjourned at 2:20 p.m. The next regular meeting is scheduled for December 18, 2025.

Signed,

Eliza Caudillo
District Manager