

Kern County Cemetery District
Minutes for
April 18, 2024

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 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 was absent due to illness.

Employees: Eliza Caudillo, District Manager; Denton Carender, Superintendent; Alicia Reveles, District Secretary.

Visitors: Luz Zamudio and Zamudio's Relative.

Public Comment: Luz Zamudio provided a photo of the decorations on her father's grave and two other graves. She feels her father's decorations were comparable to those on other graves, and that the Zamudio decorations should not have been removed, and her family was targeted. Zamudio relative agreed with Luz's comments.

Consent Calendar: Includes the approval of the agenda for the current meeting and minutes of the regular Board meeting for March 2024. The payroll warrants for 24/06 through 24/07 were approved. Vouchers, checks, and financial reports for March 2024 were approved. This was done by approval of the consent calendar by motion of Trustee Banks and seconded by Trustee Braun: 2 ayes, 0 nays, 1 absent.

Management Update

- We had 11 services in Shafter and 8 services in Wasco for the month of March 2024. This gives us 230 services for the fiscal year to date. We are at a 23% cremation rate.
- Shafter Rent House: Joe Peters should have vacated the premises but requires extra days, and the house should be empty by Monday, April 22, 2024; Joe will return the keys to the office. Staff will install security cameras.
- CSDA/SDRMA Education Day Conference was held on March 26, 2024, in Sacramento, CA. Several educational topics were provided, and Manager Caudillo attended the State of the Insurance Market, Protect your Agency Against Cyber-Attacks, CAL/OSHA 101, and Employment Law Update.
- The Wasco pole barn roof has been in bad condition for many years, and the recent storm has exacerbated the deterioration. Repair or replacement will need to be done soon.
- The 2024-25 CAPC Membership Guide Booklet is available. We receive one with our CAPC membership, and we will order a booklet for the Shafter and Wasco secretary desks.

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, 2024, the District has \$8,305,879 as a combined investment of all accounts. The District has \$4,558,609 with the County of Kern, \$3,559,589 with Stifel, and \$187,681 with WestAmerica Bank. The investment with 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:

- Maintenance and Operation (M&O) \$1,490,568
- Endowment Care \$1,379,692
- Contracts \$1,458,344
- Capital Projects \$230,005
- Stifel \$3,559,589
- WestAmerica Bank \$187,681

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 Banks: 2 ayes, 0 nays, 1 absent.

Workplace Violence Prevention Plan

Governor Newsom signed SB 553, the Workplace Violence Prevention Plan (WVPP) into law (Section 6401.9 to the California Labor Code) and WVPP goes into effect on July 1, 2024. The WVPP must be established and maintained to protect staff and visitors to the District. This was a first review and will be brought back at a future meeting.

The Workplace Violence Prevention Plan will be brought back at a future meeting for discussion and finalization. No action at this time.

Capital Needs Review – 2024-25 Budget

The Manager brought multiple items to the attention of the Board for the 2024-25 Budget. Firstly, there is the need to include funds for the replacement of small equipment and a Rotary cutter for \$6,500. Office Equipment: The 8x8 phone system for approximately \$3,800. Maintenance and Development: Pine trees at Wasco Cemetery for \$30,000; Development of Section B at Shafter Cemetery for \$550,000; Engineering for Section B at \$60,000; Removal/Conversion of Rent House in Shafter for \$40,000; Repair or replacement of Wasco Shed Roofing for \$11,000.

Trustee Braun also requested the addition of funds to the 2024-25 Budget for an Architect to provide a quote for constructing of a new office/shop at the Wasco Cemetery and for the purchase of a shoring device. No action at this time.

Price Review and Increase

The price increase of July 2023 did not include an increase for the cost of disinterment. Due to the manpower required to accommodate a casket disinterment, a price review is recommended. The current price for a single casket disinterment is \$1,600.00 and should be increased to \$2,200.00. Historically, the District has never had a request for a companion disinterment, and staff has come to the realization that companion disinterment could be hazardous to cemetery staff, funeral staff, the deceased, and the deceased family. That being the case, it would be advisable to prohibit a companion disinterment.

The motion was made by Trustee Banks and seconded by Trustee Braun to accept the proposed casket disinterment fee increase from \$1,600.00 to \$2,200.00 per casket burial, and prohibit the disinterment of companion burials. 2 ayes, 0 nays, 1 absent.

Trustees Comments

Trustee Banks: Appreciates cemetery staff.
Trustee Ezell: Absent.
Trustee Braun: Appreciates cemetery staff.

Adjournment

The meeting was adjourned at 2:10 pm by Chairman Braun. The next regular meeting is scheduled for May 16, 2024.

Signed,

Eliza Caudillo
District Manager