

Kern County Cemetery District **Minutes for**

October 20, 2022

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 was absent due to another commitment; Jerry Ezell, Secretary of the Board.

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

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 September 2022. The payroll warrants for 22/18 through 22/20 were approved. Vouchers, checks, and financial reports for September 2022 were approved. This was done by approval of the consent calendar by motion of Trustee Ezell and seconded by Trustee Braun; 2 ayes, 0 Nays, 1 absent.

Management Update

- We had 21 services in Shafter and 6 services in Wasco for the month of September 2022. This gives us 82 services for the fiscal year to date. We have had 10 cremation services in Shafter and 5 in Wasco for a total of 15 cremation services. We are at an 18% cremation rate.
- Cole Karr has accepted a position as the Federal Advocacy Director for the National Special Districts Coalition. Cole has requested the opportunity to continue as a part of the Kern County Special Districts Association. We wish him well in this new venture.
- California Association of Public Cemeteries Education Seminar was held at Lake Tahoe Resort Hotel on October 7th and 8th, 2022. Manager Caudillo and District Secretary Reveles, along with Trustee Banks, Trustee Braun, and Trustee Ezell, attended. The 2nd module of the SDLA Trustees course was completed. Water and limited space were a huge concern for all attendees. Trustee Braun shared his thoughts on the CAPC Education Seminar and wishes to investigate establishing a Strategic Plan for the district.
- Kern County Auditor-Controller – System issues. The Auditor-Controller’s office has been experiencing an issue with their accounting system. Rachael Martinez, Senior Accountant has advised the issues should be cleared up shortly. The affected months to date have been August and September 2022.
- Winter grass seeding has been completed for both cemeteries. The grass is deemed necessary for the health of our turf and to remove undulation. The cost of ryegrass has doubled since 2020. Costs have gone up in every area of operation.
- Manager Caudillo has communicated with GovDeals regarding excess equipment. There should be no cost to list this equipment with GovDeals. The equipment once auctioned will be sold “As is – Where is.” Purchaser will pay any appropriate fees and cost for the equipment.

- Manager Caudillo informed the Board that Knight Security has shown an interest in potentially providing security. The Board would like to have this brought back as an agenda item at a future board meeting. Proper procedure would be followed if the Board chooses to invest in a security company.

3rd 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, 2022, the District has \$6,725,771 as a combined investment of all accounts. The District has \$5,578,909 with the County of Kern, \$913,115 with Stifel, and \$233,747 with WestAmerica Bank.

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

- Maintenance and Operation (M&O) \$1,061,610
- Endowment Care (principal and interest) \$1,183,571
- Contracts \$2,959,834
- Large Contingency \$373,894
- Stifel \$913,115
- WestAmerica Bank \$233,747
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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 Braun; 2 ayes, 0 nays, 1 absent.

Employee Life Insurance

Manager Caudillo brought to the Board a request for consideration of an increase to the Employee Life Insurance plan. The current coverage of \$12,000.00 was negotiated in 1999. Concern for an employee’s family should an employee pass away while in the employment of the District could create a considerable financial burden. A \$12,000.00 while appreciated in today’s economy would potentially be sufficient for a burial but would not provide relief while waiting for PERS to kick in. Quotes are listed below:

Sun Life Insurance	Value	Annually	Amount of Increase
Currently	\$12,000	\$756	\$0.00
Option 1	\$25,000	\$1,287	\$531
Option 2	\$50,000	\$2,520	\$1,764
Option 3	\$75,000	\$3,780	\$3,024
Option 4	\$100,000	\$5,040	\$4,284

Trustee Braun requested this topic be tabled until the November 2022 meeting. Trustee Ezell agreed to table until the next meeting.

Reinvestment of Endowment Care Principal

The Investment Committee consisting of Trustee Ezell, Superintendent Carender and Manager Caudillo met on September 30, 2022, to discuss the reinvestment of two Stifel investments that matured in September. The JP Morgan Chase, Corporate Bond on September 23, 2022. At 3.25%, and the Capital One CD on September 27, 2022. At 2.3%. Sandra Wheeler the Stifel Advisor provided several options available for investment. The

committee authorized the purchase of SANTANDER UP PLC NOTE with a coupon for 4.00%, and a Y-T-M of 4.19%, and a maturity date of 3/13/2024 for \$50,080.22. The committee also authorized the ALLY BANK MIDVALE UT CD with a coupon of 4.00%, and a Y-T-M of 4.0% to mature on 9/30/2024 for \$50,000.00. District policy requires we diversify our investments as much as possible within the confines of the law. This was a discuss and report agenda item as the Board had authorized the Investment Committee to invest maturing investments as per District policy.

Trustees Comments

Trustee Banks: Absent due to a prior commitment.

Trustee Ezell: Inquired about the dead trees in the cemetery. Requested information regarding the 2024 Special District's gas-powered vehicle purchase restrictions. Status of employment for a Wasco Secretary.

Trustee Braun: No comments

Adjournment

The meeting was adjourned at 1:15 pm by Chairman Braun. The next regular meeting is scheduled for November 17, 2022.

Signed,

Eliza Caudillo
District Manager