

MEETING NOTICE AND AGENDA
KERN COUNTY CEMETERY DISTRICT
REGULAR BOARD MEETING

SHAFTER MEMORIAL PARK OFFICE
18662 SANTA FE WAY, SHAFTER, CA
December 19, 2019

Flag Salute and Invocation: BRAUN

Call to Order: 12:00 PM

Roll Call: BARRY BRAUN, CHAIRMAN; BELTON BANKS, VICE-CHAIR; JERRY EZELL, BOARD SECRETARY

Public Comment: SEE PAGE 2 FOR DETAILS – EACH SPEAKER IS LIMITED TO 3 MINUTES

Consent Calendar:

- A. ADOPT AGENDA FOR CURRENT MEETING
- B. MINUTES FROM NOVEMBER 2019 REGULAR MEETING
- C. PAYROLL WARRANTS - 19/23 THRU 19/24; PAYROLL CHECKS 322 - _____
- D. VOUCHERS: 935 - _____ & CHECKS: 11806 - _____
- E. FINANCIAL STATEMENTS FOR NOVEMBER 2019.

BOARD ITEMS

I. MANAGERS REPORT.....5

- 1. Burials for November 20195
- 2. Burial Data Comparison5
- 3. CAPC Conference5

II. REVIEW OF BURIAL PRICING6

- 1. Discussion6
- 2. Possible Action.....6

III. ENDOWMENT CARE INVESTMENT REPRESENTATION.....7

- 1. Discussion7
- 2. Possible Action.....7

IV. EQUIPMENT REPLACEMENT8

- 1. Discussion8
- 2. Possible Action.....8

V. TRUSTEE REPORTS AND COMMENT9

- 1. Discussion – No Action.....9

Adjournment: THE NEXT REGULAR MEETING IS SCHEDULED FOR JANUARY 16, 2020.

For the Boards information on the format of any Public Comment time:

KERN COUNTY CEMETERY DISTRICT REGULAR BOARD MEETING

PUBLIC COMMENT

Welcome to the Kern County Cemetery District regular board meeting. We value any input and direction you may have to offer our Board of Trustees and in order to give an equal time to each individual, we ask that a few rules be followed in addressing the board.

The Public Comment Period is set aside as the time you may speak. The Chairperson will open this time period and each individual will be called on one at a time. To speak for, against or make any comment, the individual may voluntarily give their name and address.

After being recognized, the board requests that the individual:

1. Make statements no longer than three (3) minutes in length.
2. Address all comments to the Chairperson and the board.
3. If you are repeating what had been said earlier, you may state that you agree with what had been said and the board will note your agreement. Each topic will have a thirty (30) minute limit for all speakers.
4. Understand that if your request needs action the board is unable to do so unless it is on the agenda. You may request a matter be addressed if it is an emergency situation. If it is not deemed an emergency as defined in the California Government Code §54956.5, the matter may be clarified and referred to staff or placed on the agenda for the next meeting.

ACCOMODATIONS

Disabled individuals who need special assistance to attend or participate in a meeting of the Kern County Cemetery District may request assistance at the main office on 18662 Santa Fe Way, Shafter, or by calling 661-746-3921. Every effort will be made to reasonably accommodate individuals with disabilities by making meeting materials available in alternative formats. Requests for assistance should be made at least three (3) working days in advance whenever possible.

AVAILABILITY OF AGENDA DOCUMENTS

All supporting documentation for agenda items will be available for public review at the District's Shafter Memorial Park Office, 18662 Santa Fe Way, Shafter, during regular business hours, 8:00 am – 5:00 pm. Monday through Friday, following the posting of the agenda. Any supporting documentation that relates to an agenda item for an open session of any regular meeting, that is distributed less than 72 hours prior to that meeting, will also be available for review at that location.

Kern County Cemetery District

Minutes for

November 21, 2019

Regular Board Meeting

Shafter Memorial Park Office
18662 Santa Fe Way, Shafter, CA

Call to Order: Call to Order at 12:00pm by Chairman Braun, Manager Unruh led 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.

Employees and Visitors: Timothy W. Unruh, District Manager; Eliza Caudillo, District Secretary.

Public Comment: None

Consent Calendar: Includes the approval of the agenda for the current meeting and minutes of the regular board meeting for October 2019 as approved. The payroll warrants for 19-21 through 19-22 were approved. Vouchers, checks, and financial reports for October 2019 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 11 services in Shafter and 10 services in Wasco for the month of October 2019. This gives us 78 for the fiscal year-to-date. Trustee Braun requested a monthly comparison by year to be given to the board at the next meeting.
- The Board was given the information for the upcoming Annual Conference for the CAPC in Oxnard on February 21-22, 2019.

Sign Holtermann Ag Lease

The Board reviewed the changes in the land lease with Tim Holtermann and family. Tim had requested the addition of members of the family corporations to be added to the lease contract. Also, certain language that referenced the previous lease has been removed. The ad-hoc committee with Trustee Banks has done a review as well as our counsel, Karen O'Neil.

The new lease will be for 5 years with one-year extensions. This is due to the age of his trees and the Mr. Holtermann wishes to not have an outstanding lease if he needs to remove his trees.

The motion was made to accept agriculture land lease with the Tim Holtermann family for the 20 acres at the Wasco Cemetery by Trustee Banks and seconded by Chairman Braun; 3 ayes, unanimous.

Trustee Reports and Comment

Chairman Braun asked Manager Unruh for a review of the secretary changes at the Wasco Cemetery office. Our current part-time secretary, Shirley Hays, is planning on retiring and has called to let us know that she has been asked by her doctor to stop work as of this week instead of the end of the year as planned. Unruh has been working on her replacement and it is expected to have a replacement hired within the next two weeks.

With the changes in personnel Manager Unruh brought up the discussion of a no cash policy for the board to review. The Board asked that Unruh bring a policy and schedule for the no cash change at the December or January board meeting.

Adjournment

The meeting was adjourned at 12:50 by Chairman Braun. The next regular meeting is scheduled for December 19, 2019.

Signed,

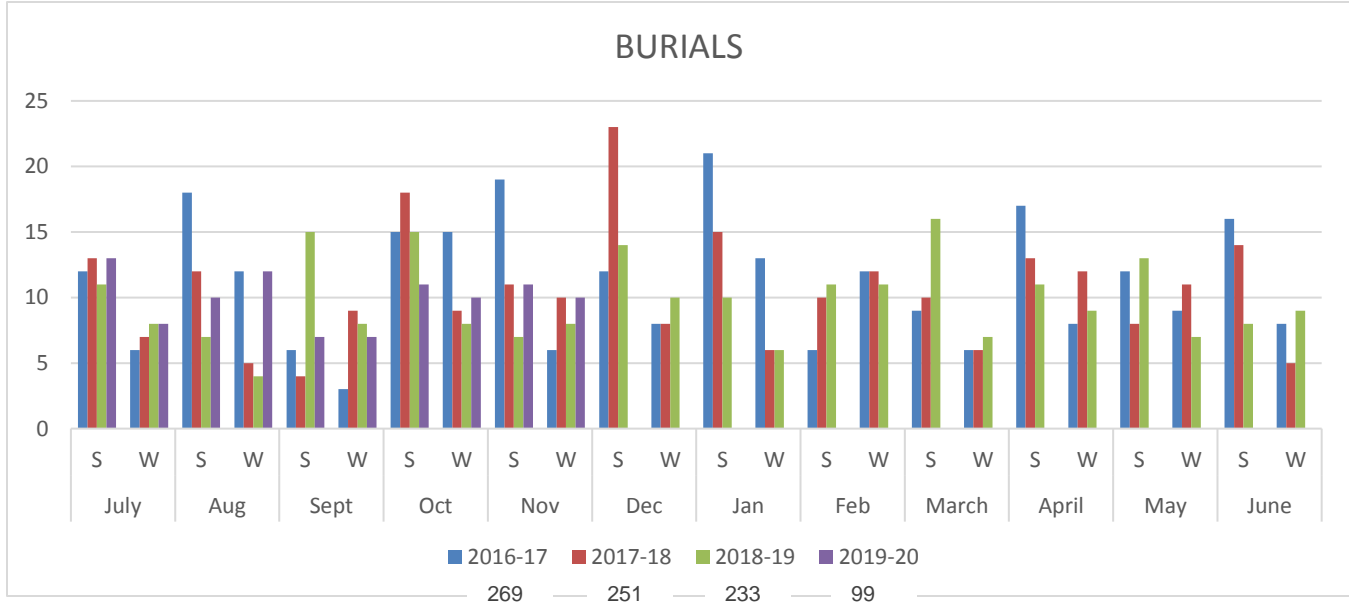
Timothy W. Unruh
District Manager

I. Managers Report

1. Burials for November 2019

We have had 11 services in Shafter and 10 services in Wasco. This gives us 99 total services for the fiscal year to date. For this fiscal year we have had 13 cremation services in Shafter and 5 in Wasco for a total of 18 cremation services. This currently gives us a 18% cremation rate.

2. Burial Data Comparison



3. CAPC Conference

The 62nd Annual California Association of Public Cemeteries will be at the Embassy Suites in Mandalay Bay, Oxnard. Attendance will be from Thursday February 19 through Sunday February 22, 2020.

II. Review of Burial Pricing

1. Discussion
2. Possible Action

Summary

Possible future action.

History

Our last price increase was January 1, 2018. That included a moderate increase due to the increase costs to the district for burial vaults. It also included a small increase in the cost of labor and no increase to the cost of interment rights. We did not increase our cost of burial with the outer burial container increase last year. We received an increase notice this last week for the outer burial containers for the next calendar year.

Discussion

At the last meeting with our auditor, it was recommended that we maintain a small increase as our cost of business continues to rise. We have seen increases in operations such as our fuel, insurance, equipment purchases, and labor.

The primary discussion today will be to determine whether we wish to make small Cost of Living Adjustment (COLA) type increases each year or wait and institute higher increases less often. With this last increase for burial containers, we have seen a 5-10 percent increase in our cost of purchasing containers.

III. Endowment Care Investment Representation

1. Discussion
2. Possible Action

Summary

Possible Action to change investment advisor

History

The Board is aware that our long-time investment advisor from Wells Fargo Advisors has moved to another firm. Sandra Wheeler is very interested in keeping our business and has made continuing efforts to make it easy for the District.

Discussion

The new investment advisor with Wells Fargo has sent emails that he feels that we may need to use a ‘discretionary manager’ to step in and handle the management. My concern is that this new advisor seems to be moving away from his responsibility as our investment advisor, but not removing the cost of using staying with Wells Fargo. One of Ms. Wheeler’s concerns expressed to me was is that Wells Fargo Advisor’s is layering multiple levels of corporations and she sensed that they were removing themselves from the day to day needs of their investors.

IV. Equipment Replacement

1. Discussion
2. Possible Action

Summary

This is a consideration for a new Exmark mower for approximately \$14,000 to replace an older unit purchased in 2009. This unit failed this last week and we have not had a chance to tear into the problem. We will be keeping the basket catcher from this unit.

History

We have three 60-inch Excel mowers. Two of them are used each week to mow the turf at each location and they have baskets to collect the grass as they are used. The third unit is used only for renovation. It has no catcher and is set extremely low to cut to the turf prior to seeding our winter grass.

Discussion

The oldest of the weekly mowers has fried wires to the stator. It has also seemed to have burned up at least one hydro pump that turn the blades. I am told that we have been having intermittent problems with this unit as well as the blades have been turning sporadically. We will be looking into repairing this unit as soon as we can, hopefully within the next 3 weeks. I am asking that the board authorize a purchase of a new unit if the cost for repair is about one-third the cost of a new unit. We would only purchase if this unit starts to become costly. It is the oldest unit we currently run and due to its age, I wouldn't want to put more than \$3000 to \$4000 in it.

Each new hydro will cost us around \$1800 if we install them and we still have to determine what the electrical problem might be. If we have to replace the main wiring loom, we are probably talking about getting a new mower. Right now, we do not have the time or personnel to replace the wiring.

The last new unit cost around \$14,000 and I am asking that the board consider allowing the purchase to be made if the manager feels it is necessary. In the meantime, we have moved the bagger to the renovation mower and replaced its blades with the regular mowing blades. This is a short-term fix, this unit was the one we replaced in Shafter last year and it will not stand up to a regular mowing schedule.

V. Trustee Reports and Comment

1. Discussion – No Action

History