

## **Kern County Cemetery District**

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

Call to Order: Call to Order at 12:00pm by Chairman Braun, Chairman Braun 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; Denton Carender.

Public Comment: None

Consent Calendar: Includes the approval of the agenda for the current meeting and minutes of the regular board meeting for January 2020 as approved. The payroll warrants for 20-01 through 20-02 were approved. Vouchers, checks, and financial reports for January 2020 were approved. This was done by approval of the consent calendar by motion of Trustee Banks and seconded by Trustee Ezell; 3 ayes, unanimous.

### Management Update

- We had 11 services in Shafter and 6 services in Wasco for the month of January 2020. This gives us 139 for the fiscal year-to-date.
- The required Form 700 was reviewed and signed by each Trustee.
- Manager Unruh made the Trustees aware of the upcoming CSDA Legislation Day will be held on May 18-20 in Sacramento.

### Mid-Year Budget Review

Manager Unruh brought an analysis for the Trustee's review of the status of the district as of December 31, 2019. The review compared the current operations to the budget as well as a comparison to the first 6-months of 2018. We are continuing to meet the needs of our public with the services that they are requesting that we do. We are working one man short, but that will be change in the next month.

The negative issues continue to be the loss of casketed burials to cremations of which an undetermined number are taken home. It is expected that at some point the district will receive some of these cremations for burial when the families decide the time is right. We are also competing with the Veterans Cemetery in Bakersfield which buries veterans and their spouse for free.

The analysis shows that we are currently operating in the black, although by a very slim margin. This assessment allows the board to see the margin of operations as well as make any changes they may deem necessary.

*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 Banks and seconded by Trustee Ezell; 3 ayes, unanimous.*

### Price Discussion

The Trustees discussed an opinion of our Auditor to review the Consumer Price Index on an annual basis as one aspect of our burial costs. It was determined that this should be done on an annual basis and that a policy needs to be adopted for future reference.

Also discussed was the cost the district is incurring by the current flow of services running longer than in the past. Traditionally, we have expected each service to be from a half-hour to an hour at the graveside. A three-month analysis shows that in Shafter the services are running 1.5 to 2.0 hours at the cemetery. Wasco is showing a 1.5 to 1.75 increase in the service length. The problem that this brings is the down time that we incur as the grounds crew respectfully waits for the service to end. This in turn has forced the district to pay overtime to get the maintenance done. It was discussed that the staff needs to continue to monitor the length of services and direct the families as best possible to keep the time at the graveside to an hour in length.

The Trustees discussed an implementation of a CPI increase by an average of services between casketed and cremation as well as a \$15 increase for the extra time that services are taking. The discussion came to a consensus for this amount to be \$75 for each burial. The increase to be started July 1, 2020.

*The motion was made to create a policy for the board to review that is to include a yearly evaluation of the CPI as one attribute for a possible price change. This motion included an increase of \$75 that is to be implemented July 1, 2020 for each burial.*

#### Reinvestment for Endowment Care Principal

The Endowment Care money we have with Stifel had a \$50,000 Certificate of Deposit investment come due and a Government Bond of \$50,000 that was called. The Board reviewed the options as were given to them from Sandra Wheeler and they chose to reinvest in similar investments. The Government Bond will be with Federal Home Bank with a coupon rate of 2.25%. The Certificate of Deposit will be with Raymond James Bank for 1.75%. The Investment Manager is the make the changes as soon as possible.

*The motion to reinvest \$50,000 in Federal Home Bank and \$50,000 in Raymond James Bank was made by Trustee Ezell and seconded by Trustee Banks; 3 ayes, unanimous.*

#### Trustee Comments

Trustee Banks – None

Trustee Ezell – asked that the district consider sending a staff member to the CalPERS Annual Forum The intent is to give staff an understanding of how CalPERS works and the opportunity to learn in the seminars.

Trustee Braun – asked that the district send a letter to CalPERS disagreeing in their investment of money into blacklisted Chinese firms

#### Adjournment

The meeting was adjourned at 1:30 by Chairman Braun. The next regular meeting is scheduled for March 19, 2020.

Signed,

Timothy W. Unruh  
District Manager