

Kern County Cemetery District
Minutes for
July 17, 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: None.

Public Comment: None

Consent Calendar: Minutes of the regular Board meeting for June 2025. The payroll warrants for 25/12 through 25/13 were approved. Vouchers, checks, and financial reports for June 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 nays, 1 absent.

Management Update

- We had 14 services in Shafter and 7 services in Wasco for the month of June 2025. This gives us 271 services for the fiscal year to date. We are at a 21% cremation rate.
- The California Association of Public Cemeteries Education Seminar is scheduled to take place from October 10th to 11th, 2025, at the Crowne Plaza Beach Hotel in Ventura. Several engaging topics will be covered during the seminar. Reservations have been made for Trustees Braun, Ezell, and Olsen, as well as staff members Caudillo, Carender, and Reveles. If anyone is unable to attend, both the hotel reservations and CAPC registration fees can be canceled.
- Griffith Construction Co. was awarded the bid for the development of Section B and has requested a start date of August 11, 2025. Manager Caudillo will set up a Pre-construction Conference with Griffith Co. staff, Kevin Harmon, Manny Gonzalez from Provost and Pritchard as well as Caudillo and Carender.

Budget 2025-26 – Final Review

Final Budget Review – 2025-26, Manager Caudillo brought a balanced budget to the Board for final review. The Board reviewed the preliminary Budget at a previous Board meeting. The Budget was approved at \$3,620,062.00 and includes several projects for the Shafter and Wasco Cemeteries, an employee COLA, and potential purchase of two Exmark mowers. This Budget is a working document, and the Trustees will have the opportunity to review and amend mid-year at a regular meeting.

The motion to accept the Budget of \$3,620,062.00 was made by Trustee Olsen and seconded by Trustee Braun; 2 ayes, 0 nay, and 1 absent.

SDRMA Board of Directors Election

The cemetery district is a member of the Special Districts Risk Management Agreement (SDRMA) as part of the Joint Powers agreement. As such, we must participate in an election every two years to vote for the Board of Directors. This year's nominees include Robert Housley (incumbent), Mike Schaefer (incumbent), Thomas

Wright (incumbent), Virginia Chang Kiraly, and Steven Ruettggers. After due discussion, the Board chose to vote for Thomas Wright (incumbent) and Steven Ruettggers.

The motion was made by Trustee Olsen and seconded by Trustee Braun to vote for Thomas Wright and Steven Ruettggers. 2 ayes, 0 nays, 1 absent.

2nd 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 June 2025 (County totals used May 2025 – due to Kern360 accounting system not readily available until possibly 9/2025), the District has \$9,600,627 as a combined investment of all accounts. The District has \$5,492,938 (using May 30, 2025, totals) with the County of Kern, \$1,028,912 with Stifel in the Endowment Care Fund, \$2,744,705 with Stifel in the Contract Fund, and \$334,072 with WestAmerica Bank. The investments have been made in accordance with the requirements set forth by the State of California and our Investment Policy. Manager Caudillo, as investment manager, 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)	\$1,336,364
• Endowment Care (principal and interest)	\$1,509,266
• Contracts	\$2,012,798
• Capital Projects	\$ 634,510
• Stifel Endowment Care	\$1,028,912
• Stifel Contract Fund	\$2,744,705
• WestAmerica Bank	\$ 334,072

The motion was made to receive and file the 2nd quarter investment information and make it available to any who may wish to review its contents by Trustee Braun and seconded by Trustee Olsen; 2 ayes, 0 nays, and 1 absent.

Annual Reimbursement Report

Each year, the California Government Code 53065.5 requires the District to disclose reimbursements paid to Trustees and staff for the previous fiscal year. The disclosure was received and filed.

The motion to receive and file the Annual Reimbursement Report and place it on our web page to be made available to the public was made by Trustee Olsen and seconded by Trustee Braun, 2 ayes, 0 nays, 1 absent.

Garage and Shop Doors

Manager Caudillo obtained bids from King Door, Kern Door, and Varsity Door to replace the sliding wood doors on the storage garage and to replace the damaged sliding garage door in the small shop. The quotes were provided for review by the Trustees. After due consideration, the Board chose Kern Door for the replacement of the three doors.

	Rollups	Residential
• King Door	\$20,149.80	\$18,233.81
• Kern Door	\$16,400.00	\$16,215.00
• Varsity Door	\$16,000.00	Pending

A motion was made by Trustee Olsen and seconded by Trustee Braun to authorize the use of Kern Door for the two residential garage doors and the replacement of the rollup door in the small shop. 2 ayes, 0 nays, and 1 absent.

Trustees' Comments

Trustee Olsen: None.

Trustee Ezell: Absent.

Trustee Braun: None.

Adjournment

Chairman Braun adjourned at 12:50 p.m. The next regular meeting is scheduled for August 21, 2025.

Signed,

Eliza Caudillo
District Manager