

# EAST KERN CEMETERY DISTRICT MINUTES OF REGULAR BOARD MEETING

August 21, 2023

The meeting was called to order by Chairman Yaw at 4:56pm.

**ROLL CALL:** Chairman Victor Yaw & Vice-Chairman Glenda Willie were present. Trustees: Harold Smith & Owen Carder were present. Manager Paul Holzer was present. The Pledge of Allegiance was led by Chairman Yaw.

**PUBLIC PRESENTATION:** There were none at this time.

**APPROVAL of the AGENDA and MINUTES:** Vice-Chairman Willie made a motion to approve the Agenda & Minutes as presented. Trustee Carder seconded. Roll Call Vote: Ayes – Yaw, Willie, Smith & Carder. Motion carried.

**APPROVAL OF MONTHLY BUDGET AND VOUCHERS:** Trustee Carder made a motion to approve the monthly budget and vouchers #H071823 & H080123. Vice-Chairman Willie seconded. Roll Call Vote: Ayes – Yaw, Willie, Smith & Carder. Motion carried.

**MANAGER'S REPORT:** The Manager informed the Board that:

- The District performed 3 burials since the last meeting (2T & 1C – MC).
- Order was placed for the Kubota M62 TLB. Expect delivery around December.
- Installation of the sculptures will begin in the next couple weeks (barring any unforeseen priorities).
- Vice-Chairman Glenda Willie is celebrating 20 years as a Trustee of EKCD.
- The Kern Co. Board of Supervisors have been notified of the vacancy of Trustee Buford Land. Notice of Vacancy has been posted at the California City Memorial Park, District Office and the District website.

**SAFETY REPORT:** The Manager assured the Board that there have been no incidents of safety to report and that every effort is made to ensure a safe work environment.

**PENDING ITMES:** There are no Pending Items at this time.

**CONTINUED BUSINESS:** There was none at this time

**NEW BUSINESS:** **A. PAYROLL PROCEDURES (P&P):** It recently came to attention that our Payroll Procedures are out of date. This action will reflect how payroll & retirement payments are processed currently and by which company. Trustee Smith made a motion to approve the changes as presented. Trustee Carder seconded. Roll Call Vote: Ayes – Yaw, Willie, Smith & Carder. Motion carried. **B. DECLARE KUBOTA L-35 as SURPLUS – OPTIONS for SALE:** The Manager informed the Board that the Kubota L-35 will no longer be needed as an auxiliary unit. Additionally, the Manager has ordered a new sticker kit and directed the groundsman to repair any hoses, replace battery and clean/detail the tractor for the best chance of a good return profit, regardless of how it may be sold. The Manager reminded the Board that action taken on this item is a two-part action, declare as surplus and determine type of sale (public notice & sealed bid or consignment). Trustee Carder made a motion to declare the Kubota L-35 as surplus and sell it on consignment with Berchtold Equip. in Bakersfield. Vice-Chairman Willie seconded. Roll Call Vote: Ayes – Yaw, Willie, Smith & Carder. Motion carried. **C. DISTRICT FEES – OVERSIZED BURIAL:** The Manager informed the Board that the District recently performed an Oversize burial. These do not happen often (3 in 32 yr), but the Board should set standardized fees for this type of interment. The Manager suggests the following based on hours of extra work, rigging and cost of vault: \$1475 – Vault, \$1050 Opening/Closing, \$325 Handling. Trustee Smith made a motion to approve the recommendations as presented. Vice-Chairman Willie seconded. Roll Call Vote: Ayes – Yaw,

Willie, Smith & Carder. Motion carried. **D. ANNUAL SAFETY AWARD (NO W/C CLAIMS):** The Manager reminded the Board that the District had no Workers Comp. claims for fy 2022-2023. As per District Policy & Procedure, the Board may (based on District financial condition) award employees up to 24hr pay or vacation, for no W/C claims. Trustee Carder made a motion to approve 24hr pay or vacation (optional to employee) for 3 consecutive years of no W/C claims (payable/receivable PP 23-23). Trustee Smith seconded. Roll Call Vote: Ayes – Yaw, Willie, Smith & Carder. Motion carried.

**BOARD MEMBER ANNOUNCEMENTS:**

**ORAL COMMUNICATIONS:**

**ADJOURNMENT:** Vice-Chairman Willie made a motion to adjourn at 5:18pm.

Respectfully Submitted by:  
Paul Holzer,  
District Manager / Board Secretary

