

# EAST KERN CEMETERY DISTRICT MINUTES OF REGULAR BOARD MEETING

August 19, 2024

The meeting was called to order by Chairman Yaw at 5:03pm.

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

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

**APPROVAL OF MONTHLY BUDGET AND VOUCHERS:** Vice-Chairman Willie made a motion to approve the monthly budget and vouchers #I071824 & I080524. Trustee Swindler seconded. Ayes – Yaw, Willie, Smith & Swindler. Absent – Carder. Motion carried.

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

- The District performed 2 interments since the last meeting (1T/1C MC)
- As per District Policy, the Manager scheduled a document destruction with Shred-It on July 19. 10 years of documents were destroyed (FY 2004-2005 to 2013-2014).
- The Manager had recently met with Danny Brown (mgr. Tehachapi Cemetery Dist.) to inquire about their columbarium and get some ideas, contacts, cost, etc., for our future project. Their inscriptions are a little simpler and they allow 2 sm urns in one compartment, the centerpiece niche has a water feature and they are expandable (concrete poured with future specs in mind).
- The annual audit is scheduled for Sept. 12 – Blomberg & Griffin.

**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. Additionally, all fire extinguishers were just serviced last week.

**PENDING ITMES:** Meeting at CCMP

**NEW BUSINESS:** **A. BIENNIAL REVIEW of CONFLICT of INTEREST CODE:** The Manager informed the Board that the Board of Supervisors is requiring the biennial review of our Conflict of Interest Code (COI). The COI currently adopted, is still relevant, in as much as, the District has not added any employee positions that would be required to fill and file a Form 700. Trustee Swindler made a motion to approve the COI as presented. Vice-Chairman Willie seconded. Ayes – Yaw, Willie, Smith & Swindler. Absent – Carder. Motion carried. **B.**

**ANNUAL SAFETY AWARD (NO W/C CLAIMS):** Per District Policy, the Board shall approve/deny any award for safe work practices based on previous year claims and up to 3 years. There have been no claims for 3 consecutive years and, per policy, the Board may approve an award of 3 days pay or 3 PTO days. Trustee Smith made a motion to approve the award with discretion left to employee, how they would rather be awarded. Vice-Chairman Willie seconded. Ayes – Yaw, Willie, Smith & Swindler. Absent – Carder. Motion carried. **C. NON-**

**RESIDEENT FEES:** The Manager recently reviewed the H&S code and discovered the District is not charging enough for Non-Resident fees, according to H&S and District Fees. The minimum fee, as described by the H&S is 15% of the total charged to residents. Currently, the total fees are \$2850, therefor, the Non-Resident Fee should be no less than \$427.50 (currently \$350.00). The Manager proposes \$430.00 In State and \$600.00 Out of State. Trustee Swindler made a motion to approve \$430.00 In State and \$600.00 Out of State, Non-Resident Fees. Vice-Chairman Willie seconded. Ayes – Yaw, Willie, Smith & Swindler. Absent – Carder. Motion carried. **D. NEW**

**SERVICE TRUCK:** As per our inventory guidelines, the 2013 Chevy service truck has met its maturity. Although it is still in great shape, the Manager reminded the Board that it was a budgeted item and might be a good time to do it now. The Manager provided the Board with 3 quotes ranging from \$59,1221 to \$63,776.

Additionally, the Manager provided the Board with a KBB trade in value, (not an exact representation because of service bed) that ranged from \$11,633 to \$15,163. Trustee Smith made a motion for the Manager to purchase a new service truck, not to exceed \$63,776 and to get the best trade in value possible (no less than \$12,000) for the 2013 Chevy. Trustee Swindler seconded. Ayes – Yaw, Willie, Smith & Swindler. Absent – Carder. Motion carried.

**BOARD MEMBER ANNOUNCEMENTS:** Willie – Mojave Chamber meeting this Thursday @ 12. Candidates vying for the KC 2<sup>nd</sup> District Supervisor, will be in attendance.

**ADJOURNMENT:** Vice-Chairman Willie made a motion to adjourn at 5:71pm. Trustee Swindler seconded.

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

