

# EAST KERN CEMETERY DISTRICT MINUTES OF REGULAR BOARD MEETING

JANUARY 13, 2020

The meeting was called to order by Chairman Victor Yaw at 4:55pm.

**ROLL CALL:** Chairman Victor Yaw & Vice-Chairman Glenda Willie were present. Trustees: Buford Land, Harold Smith & Owen Carder were present. District 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:** Trustee Carder made a motion to approve the Agenda & Minutes as presented. Trustee Land seconded. Roll Call Vote: Ayes – Yaw, Willie, Land, Smith & Carder. Motion carried.

**APPROVAL OF MONTHLY BUDGET AND VOUCHERS:** Trustee Smith made a motion to approve the monthly budget and vouchers #D112719 & D121119. Trustee Land seconded. Roll Call Vote: Ayes – Yaw, Willie, Land, Smith & Carder. Motion carried.

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

- The District performed 0 burials. The District sold 2 Pre-Need contracts.
- He is working on the Districts website. New 2020 state laws went into effect on Jan. 1 that impact our current website. New items for Transparency and ADA accessibility are required.

**SAFETY REPORT:** The Manager informed the Board that there are no incidents to report.

**NEW BUSINESS:** **A. ELECTION of OFFICERS (CHAIRMAN, VICE-CHAIRMAN & SAFETY):** The floor was opened up to nominations. Vice-Chairman Willie made a motion to nominate Victor Yaw to Chairman. Trustee Smith seconded. No further nominations. Chairman Yaw made a motion to nominate Glenda Willie to Vice-Chairman. Trustee Carder seconded. No further nominations. Vice-Chairman Willie made a motion to nominate Harold Smith to Safety Officer. Trustee Carder seconded. No further nominations. Roll Call Vote: Ayes – Yaw, Willie, Land, Smith & Carder. Motion carried. **B. CAPC ANNUAL CONFERENCE OXNARD – FEB 21-22:** Trustee Smith expressed to the Board that he had interest in attending and was available. Chairman Yaw asked if anybody else wanted to attend. The Manager said he was available if the Board so desired for him to attend. There was no other interest. Vice-Chairman Willie made a motion to send Trustee Smith and the Manager to the CAPC Annual Conference. Trustee Carder seconded. Roll Call Vote: Ayes – Yaw, Willie, Land, Smith & Carder. Motion carried. **C. REVIEW-ADOPT-APPROVE DISTRICT FEES:** The Manager presented the Board with the current District Fees and said he had no recommendation for change. The Manager informed the Board that, according to other districts, our current fee schedule is still competitive. Trustee Smith made a motion to approve the District Fees as presented. Trustee Land seconded. Roll Call Vote: Ayes – Yaw, Willie, Land, Smith & Carder. Motion carried. **D. REVIEW-ADOPT RULES & REGULATIONS:** The Manager presented the Board with the most recent copy of the Rules & Regulations and reminded them of the recent reviews and changes made during the course of the past year. The Manager did not have any recommended changes. Vice-Chairman Willie made a motion to approve the Rules & Regulations as presented. Trustee Carder seconded. Roll Call Vote: Ayes – Yaw, Willie, Land, Smith & Carder. Motion carried.

**BOARD MEMBER ANNOUNCEMENTS:** Vice-Chairman Willie informed the Board that there will be free tax services at the Mojave Seniors bldg. Feb. 1 – Apr. 15 (by appointment only). 3 to 5 Mojave Seniors have been trained to assist the tax preparer. This event is sponsored by AARP. Future events for the Mojave Seniors include a St. Patrick's Day lunch and Valentine's dinner and BINGO.

**ORAL COMMUNICATIONS:** There was none at this time.

**ADJOURNMENT:** Vice-Chairman Willie made a motion to adjourn at 5:14 pm.

Respectfully Submitted by:

Paul Holzer,

District Manager / Board Secretary