

EAST KERN CEMETERY DISTRICT MINUTES OF REGULAR BOARD MEETING

July 19, 2021

The meeting was called to order by Chairman Yaw at 5:00 pm.

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

APPROVAL OF MONTHLY BUDGET AND VOUCHERS: Trustee Smith made a motion to approve the monthly budget and vouchers #E062421. Vice-Chairman Willie seconded. Roll Call Vote: Ayes – Yaw, Willie, Smith & Carder. Inaudible – Land. Motion carried.

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

- The District performed 28 interments for fy 2020-2021 (11T & 10 Cr MC / 4T & 3Cr CCMP)
- The District has performed 2 interments since July 1 (1T CCMP – 1Cr MC)
- Johnny Smith started working on July 6. He works 4 days per week.

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

NEW BUSINESS: **CLOSED SESSION: A. DISTRICT MANAGER ANNUAL REVIEW:** The Manager gave each Trustee a letter describing some of the work and achievements performed by the Manager during the previous year and reminded the Board that this year marks his 30th year with the District. The Manager asked if the Board had any questions before he was excused, there were none. Trustee Carder made a motion to go into Closed Session @ 5:05. Trustee Carder made a motion to come out of Closed Session @ 5:12. Vice-Chairman Willie made a motion to return to Open Session @ 5:15. Chairman Yaw disclosed the findings of the Closed Session stating that the Manager is continuing to provide good direction for the District and serving the District in good faith. Additionally, the Manager is managing the employees well. Trustee Smith made a motion to approve the findings as described by Chairman Yaw. Vice-Chairman Willie seconded. Roll Call Vote: Ayes – Yaw, Willie, Smith & Carder. Inaudible – Land. Motion carried. **OPEN SESSION: A. REVIEW-ADOPT-APPROVE 2021-2022 BUDGET WITH FINAL TOTALS:** The Manager provided the Board with the final budget for fy 2020-2021 and some amended totals previously approved for fy 2021-2022. Trustee Carder made a motion to approve the final budget totals as presented. Trustee Smith seconded. Roll Call Vote: Ayes – Yaw, Willie, Smith & Carder. Inaudible – Land. Motion carried. **B. DISTRICT MANAGER WAGE INCREASE or COLA:** Chairman Yaw opened the floor for discussion of any raise or COLA, for the Manager, a Trustee felt compelled to consider. Trustee Smith stated that he felt the Manager deserved a raise of \$1.00 or a 2.5% raise or COLA. Vice-Chairman Willie expressed her concern of there not being a stated salary cap for the Manager, to help guide the Board on this and future discussions. The Manager interjected and reminded the Board that it could, at any time, create a salary range for the manager position but expressed concern that it might convey a message no future COLA's if the range was "maxed out". Trustee Smith mentioned that a pay scale is a good tool for the Board to have but should be a discussion for a future meeting. Trustee Smith made a motion to give the Manager, Paul Holzer, a 2.5% raise or COLA. Trustee Carder was in agreement but asked for clarity of a raise or COLA. Trustee Smith amended his motion to state a 2.5% COLA. Trustee Carder seconded. Roll Call Vote: Ayes – Yaw, Willie, Smith & Carder. Inaudible – Land. Motion carried. Vice-Chairman Willie made a

motion to make the COLA retroactive to July 1. Trustee Carder seconded. Roll Call Vote: Ayes – Yaw, Willie, Smith & Carder. Inaudible – Land. Motion carried. **C. RETIREMENT “BUY-BACK” for TRAVIS MULLINS:** The Manager informed the Board that KCERA allows current employees to buy-back retirement credits for previous employment with, either the entity they currently are employed with or employment with another Public entity, they were employed with. The Manager presented the Board with the cost associated with employee, Travis Mullins, buying back previous retirement credits associated with his part-time employment with the District, back in 2007. If Mr. Mullins opts to buy back his portion (currently unknown), the District portion would be \$4785. Trustee Smith was curious as to the liability of Mr. Mullins and if it was proportionate to the District. The Manager suggested that Mr. Mullins’ liability will be in the hundreds, at the most, but was uncertain of the total. Mr. Mullins has been unsuccessful accessing his account through KCERA. He is currently working on this access. Trustee Smith made a motion to table this item until Mr. Mullins has accessed his account and determined his liability. Vice-Chairman Willie seconded. Roll Call Vote: Ayes – Yaw, Willie, Smith & Carder. Inaudible – Land. Motion carried. **D. CAPC AREA MEETING – SAN LUIS OBISPO OCT. 8-9:** Chairman Yaw asked if any were inclined to attend this meeting. Trustee Smith expressed interest as well as Trustee Carder. The Manager mentioned that he is available and at the will of the Board’s decision. Trustee Carder remembered he had other obligations and would be unable to attend. Vice-Chairman Willie made a motion to send Trustee Smith and Manager, Paul Holzer, to the CAPC meeting. Trustee Carder seconded. Roll Call Vote: Ayes – Yaw, Willie, Smith & Carder. Inaudible – Land. Motion carried. **E. REVIEW/AWARD-DENY BIDS for KUBOTA L35:** The Manager handed Chairman Yaw the only bid submitted. The Manager informed the Board of the estimated value of the 1999 Kubota L35, as suggested by Berchtold Equipment (the Manager was unsuccessful at finding an equipment “blue book”). The value, as suggested by Berchtold, was \$18-\$24k-retail and \$10-\$14k-trade. Chairman Yaw opened the sealed bid revealing an offer of \$5000. Trustee Smith made a motion to reject the offer and use the Kubota L35 for future trade-in on new equipment. Trustee Carder seconded. Roll Call Vote: Ayes – Yaw, Willie, Smith & Carder. Inaudible – Land. Motion carried.

BOARD MEMBER ANNOUNCEMENTS: There were none at this time.

ORAL COMMUNICATIONS: There were none at this time.

ADJOURNMENT: Trustee Smith made a motion to adjourn at 6:00 pm.

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