

East Kern Cemetery District

Minutes of Regular Board Meeting

July 21, 2025

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

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

Public Presentations: Resident, James Crocoll was in attendance.

Approval of the Agenda and Minutes: Trustee Carder made a motion to approve the Agenda & Minutes as presented. Trustee Swindler seconded. Ayes – Yaw, Carder & Swindler. Absent – Willie & Smith. Motion carried.

Approval of the Monthly Budget & Vouchers: Trustee Carder made a motion to approve the monthly budget and vouchers #'s I070925 & J070925. Trustee Swindler seconded. Ayes – Yaw, Carder & Swindler. Absent – Willie & Smith. Motion carried.

Manager's Report: The Manager informed the Board that:

- The District performed 21 interments for fy 2024-2025 (10 – CCMP / 11 MC / 48% cremation).
- District has performed 2 interments since beginning of fy 2025-2026 (1Cr.-CCMP / 1T-MC).
- He hired John Ferrandini Jr. as temp. summer hire. His appointment will end on Aug. 16. There may be an additional summer hire for the remainder of this term that ends Oct. 31.

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.

New Business: **A. Resignation – G. Willie – Appoint Interim Vice-Chairman:** Vice-Chairman, Glenda Willie, has submitted her resignation from the Board, via letter read by Chairman Yaw. Mrs. Willie has been struggling with her health but has served on the Board for 22 years and has been an asset to the communities of Mojave and California City and to the Board of Trustees of the East Kern Cemetery District. Trustee Swindler made a motion to accept Glenda Willie's resignation. Trustee Carder seconded. Trustee Carder made a motion to table the appointment of an interim Vice-Chairman. Trustee Swindler seconded. Ayes – Yaw, Carder & Swindler. Absent – Willie & Smith. Motion carried. **B. Finalize 2024-2025 Budget:** The Manager reminded the Board that the KTTC & KC A/C has adopted and been implementing new financial software. The Manager feels confident that he has all final accounting collected and completed, barring data not supplied by KCA/C. Trustee Carder made a motion to approve the 2024-2025 final budget. Trustee Swindler seconded. Ayes – Yaw, Carder & Swindler. Absent – Willie & Smith. Motion carried. **C. 2025-2026 Budget Adjustments:** The Manager presented the Board with changes that didn't effect the total of the approved 2025-2026 budget. Trustee Swindler made a motion to approve. Trustee Carder seconded. Ayes – Yaw, Carder & Swindler. Absent – Willie & Smith. Motion carried. **D. CAPC – Ventura Oct. 10-11:** The CAPC will hold its Education Seminar Oct. 10-11, in Ventura. Trustee Swindler made a motion for up to 3, to attend (Holzer, Carder & ?). Trustee Carder seconded. Ayes – Yaw, Carder & Swindler. Absent – Willie & Smith. Motion carried. (Trustee Smith will be the other). **E. Board Vacancy – By-Laws (information):** The Board reviewed the By-Laws. **F. Third Party Quarterly Audits (information):** Trustee Carder presented the thought of having quarterly audits performed, as a effort to catch any missed items before an annual audit. This idea came on the heels of the Board's recent visitor from Taxhachapi. After some discussion, the Board has decided, for our District's size, there is ample financial oversight.

G. Revolving Fund – Open Checking: Because of the county’s changes to financial software, it has made the Manager leery of vendor payments. For now, we will take a “wait and see” approach to any changes the District makes in paying vendors. NMN

Board Member Announcements:

Oral Communications: Discuss stipend increase.

Adjournment: Trustee Carder made a motion to adjourn at 5:45pm.

Respectfully Submitted by:

Paul Holzer,

District Manager / Board Secretary

