

EAST KERN CEMETERY DISTRICT MINUTES OF REGULAR BOARD MEETING

June 19, 2023

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

ROLL CALL: Chairman Victor Yaw & Vice-Chairman Glenda Willie were present. Trustees: Harold Smith & Owen Carder were present. Manager Paul Holzer was present. Trustee Buford Land (un-excused) was absent. 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. Trustee Carder seconded. Roll Call Vote: Ayes – Yaw, Willie, Smith & Carder. Absent: Land. Motion carried.

APPROVAL OF MONTHLY BUDGET AND VOUCHERS: Trustee Carder made a motion to approve the monthly budget and vouchers #G053123. Vice-Chairman Willie seconded. Roll Call Vote: Ayes – Yaw, Willie, Smith & Carder. Absent: Land. Motion carried.

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

- The District performed 2 interments since the last meeting (MC: 1T & 1C).

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. Safety Officer, Carder, intends to meet with Manager & groundsman soon.

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

CONTINUED BUSINESS: **A. PROPOSED 2023-2024 BUDGET:** The Manager presented the Board with the proposed budget for fy2023-2024. The Manager reminded the Board that not all budget totals are complete. The Manager noted the Capital Outlay item and explained that the District is looking to upgrade the backhoe at the CCMP and do some concrete construction at the MC. Most other line items remained unchanged except for payroll added 5%. There was some discussion concerning the cost of the backhoe and concrete work, but nothing material. Trustee Smith made a motion to approve the budget as presented. Trustee Carder seconded. Roll Call Vote: Ayes – Yaw, Willie, Smith & Carder. Absent: Land. Motion carried.

NEW BUSINESS: **A. BY-LAWS – BOARD ORGANIZATION:** The Manager presented the Board with suggested edits to the By-Laws, specifically, Board Organization. Due to the absence of Trustee Land, the Manager has been looking at the District By-Laws to guide the Board and District on how to replace Mr. Land. The EKCD Board has been represented by 2 trustees from California City since 1978, when the Mojave Cemetery District assumed responsibility for the CCMP. However, the District By-Laws did not address this specifically. The Manager edited this portion of the By-Laws to clarify how the Board is comprised. Vice-Chairman Willie made a motion to approve the recommended edit. Trustee Carder seconded. Roll Call Vote: Ayes – Yaw, Willie, Smith & Carder. Absent: Land. Motion carried. **B. ADOPT RESOLUTION 23-01 / BY-LAWS-DISTRICT REPRESENTATION:** Trustee Smith made a motion to approve Resolution 23-01 as presented. Vice-Chairman Willie seconded. Roll Call Vote: Ayes – Yaw, Willie, Smith & Carder. Absent: Land. Motion carried. **C. P&P / RULES & REG. – BURIAL INFO. ITEM 5 – CREMAINS ADDED TO CASKET:** There has been some discussion regarding this item. The District recognizes that it has no control of what people may place into a casket prior to arriving at the cemetery (the District does not allow open caskets at the gravesite). However, the District is aware that there have been cremated remains added to casket burial in the past and has dealt with those

additions in recent years, as well. That being said, there is administrative work associated with the extra person. The District (when aware) makes sure that there is an accompanying Disposition Permit and records the vital statistics. This item requires a 2 fold response. The Manager recommends adding the accommodation to the Rules & Regulations and authorizing a Service Fee for creating the extra record. Trustee Smith made a motion to approve the changes to the Rules & Regulations and to authorize a Service Fee for creating the additional record. trustee Carder seconded. Roll Call Vote: Ayes – Yaw, Willie, Smith & Carder. Absent: Land. Motion carried. **D. ADOPT RESOLUTION 23-02 / P&P / R&R / BURIAL INFO. ITEM 5 – CREMAINS:** Vice-Chairman Willie made a motion to adopt Resolution 23-02 as presented. Trustee Carder seconded. Roll Call Vote: Ayes – Yaw, Willie, Smith & Carder. Absent: Land. Motion carried.

CLOSED SESSION: A. DISTRICT MANAGER ANNUAL REVIEW: The Manager presented the Board with a summary of work and the Managers employment history and asked if there were any questions he could answer before they convened (there were none). Trustee Carder made a motion to go into Closed Session @ 5:25. Vice-Chairman Willie seconded. Trustee Carder made a motion to leave Closed Session @ 5:48. Vice-Chairman Willie seconded. Vice-Chairman Willie made a motion to return to Open Session @ 5:52. Trustee Smith seconded. Chairman Yaw expressed that the Board is well pleased with the Manager and his performance. Chairman Yaw also expressed that the Board approved a COLA for the Manager. Trustee Carder made a motion to approve a 4.5% COLA to take effect July 1. Trustee Smith seconded. Roll Call Vote: Ayes – Yaw, Willie, Smith & Carder. Absent: Land. Motion carried.

BOARD MEMBER ANNOUNCEMENTS: Chairman Yaw – Mojave Chamber meeting on Thursday @ 12

ORAL COMMUNICATIONS: Chairman Yaw – Timeline for receipt of sculptures. (the sculptures were delivered June 27. This request is moot and will not be added to the July 17 Agenda).

ADJOURNMENT: Trustee Carder made a motion to adjourn at 6:03pm.

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