

# EAST KERN CEMETERY DISTRICT MINUTES OF REGULAR BOARD MEETING

NOVEMBER 16, 2020

The meeting was called to order by Chairman Victor Yaw at 4:58 pm.

**ROLL CALL:** Chairman Victor Yaw & Vice-Chairman Glenda Willie (tele-conference) were present. Trustees: Buford Land (teleconference) & Owen Carder were present. Trustee Harold Smith was excused. 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. Vice-Chairman Willie seconded. Roll Call Vote: Ayes – Yaw, Willie, Land & Carder. Excused – Smith. Motion carried.

**APPROVAL OF MONTHLY BUDGET AND VOUCHERS:** Trustee Carder made a motion to approve the monthly budget and vouchers #E110520. Vice-Chairman Willie seconded. Roll Call Vote: Ayes – Yaw, Willie, Land & Carder. Excused – Smith. Motion carried.

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

- The District performed 3 interments since the last meeting (2Cr-MC / 1Tr-CCMP).
- All payroll processing is now being done through Ag Center Accounting in Buttonwillow, as of the previous pay period. Everything seems to be going smoothly.
- Wreaths Across America Dec. 19 @ 11:00. Small, brief ceremony w/out any set up in order to help comply with COVID guidelines.

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

**NEW BUSINESS:** **A. REVIEW/APPROVE PROPOSAL from ARROW ENGINEERING (CCMP):** The Manager reminded the Board that he had reached out to several civil engineering firms before March and COVID restrictions. The District would benefit from using a civil engineering firm to create a “scope of work” and grading plans for the concrete driveway at the CCMP and ensure that all construction bids are based on the same work. The only firm to return my calls was Arrow Engineering Services Inc. (AESI). They have submitted a proposal for performing all the necessary project requirements (grading, drainage, excavation, construction plans, etc) needed to inform qualified concrete bidders. Their total fee comes to \$17,245. The Manager informed the Board that he hadn't expected this cost and that he did make a good faith effort to contact other engineering firms, to no avail, but did not place a Public Notice. Additionally, this exceeded his spending limit. The Board briefly discussed the topic and options. Trustee Land made a motion to approve the proposal from AESI as presented. Vice-Chairman Willie seconded. Roll Call Vote: Ayes – Yaw, Willie, Land & Carder. Excused – Smith. Motion carried.

**BOARD MEMBER ANNOUNCEMENTS:** Chairman Yaw mentioned there will be an air show in Mojave and that the CHP will be collecting donations for Toys for CHiP's.

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

**ADJOURNMENT:** Vice-Chairman Willie made a motion to adjourn at 5:10 pm.

Respectfully Submitted by:

Paul Holzer,

District Manager / Board Secretary